

## Welcome to Entry Level Driver Training Theory

As a school transportation professional, we welcome you to Indiana Department of Education ELDT Theory pre-service course.

The next 4 days of training will build the foundation for your school transportation career. This course will satisfy the FMCSA requirements for your theory portion of your training.

You are expected to be on time, encouraged to take notes, and are required to pass all exams per FMCSA criteria with a minimum 80 percent passing grade. You will also be issued a testing device for examinations, please write down your device number below.

Your instructors are here to help and guide you through the theory process. You are encouraged to participate and ask questions. Please use the space below to write down your instructors contact information in the event you have future questions or can't attend class due to an emergency:

**Instructor's name:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_

**Turning Point testing device number:** \_\_\_\_\_

While attending class, keep in mind we are visitors here at the host school corporation. You are required to obey all school corporation and school rules, your instructor will cover these. Also, your instructor will guide you in the event of an emergency or severe weather.

You are required to follow all School, State and local Covid laws and policies. If you are sick or have symptoms DO NOT attend class. Contact your instructor to make up any missed class time.

On behalf of our Secretary of Education we are glad to have you in attendance!

## School bus certification process:

### Licensing

1. Complete Physical (must be done before getting permit)
  - A. CDL Physical
2. Obtain CDL Permit (Class B CDL, Air Brake, P and S Endorsement)
3. Complete ELDT training (Theory, Range/Road and BTW)
4. Pass Skills Test
5. Obtain CDL License (Secure ID)

### Certification

1. Complete Physical
  - A. Title 20 Physical Fitness Certificate (held locally)
2. Obtain Certificate of Enrollment (blue card)
3. Complete On Bus Requirements
  - A. Must have Certificate of Enrollment (blue card) to drive
4. Complete Physical Performance Tests (held locally)
5. Complete Pre-Service Training
6. Obtain Standard Certificate (yellow card)

## State Laws

### Driver and monitor general requirements:

SECTION 19. IC 20-27-8-1, AS AMENDED BY P.L.219-2015, SECTION 3, IS AMENDED TO READ AS FOLLOWS [EFFECTIVE JULY 1, 2016]:

Sec. 1. (a) An individual may not drive a school bus for the transportation of students or be employed as a school bus monitor unless the individual satisfies the following requirements:

- (1) Is of good moral character.
- (2) Does not use intoxicating liquor during school hours.
- (3) Does not use intoxicating liquor to excess at any time.
- (4) Is not addicted to any narcotic drug.
- (5) Is at least:
  - (A) twenty-one (21) years of age for driving a school bus; or
  - (B) eighteen (18) years of age for employment as a school bus monitor.
- (6) In the case of a school bus driver, holds a valid public passenger chauffeur's license or commercial driver's license issued by the state or any other state.
- (7) Possesses the following required physical characteristics:
  - (A) Sufficient physical ability to be a school bus driver, as determined by the committee.
  - (B) The full normal use of both hands, both arms, both feet, both legs, both eyes, and both ears.
  - (C) Freedom from any communicable disease that:
    - (i) may be transmitted through airborne or droplet means; or
    - (ii) requires isolation of the infected person under 410 IAC 1-2.3.
  - (D) Freedom from any mental, nervous, organic, or functional disease that might impair the person's ability to properly operate a school bus.
  - (E) This clause does not apply to a school bus monitor. Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with one hundred fifty (150) degree minimum and with depth perception of at least eighty percent (80%) or **thirty-three (33) seconds of arc or less angle of stereopsis.**

(b) This subsection applies to a school bus monitor.

- Notwithstanding subsection (a)(5)(B), a school corporation or school bus driver may not employ an individual who is less than twenty-one (21) years of age as a school bus monitor unless the school corporation or school bus driver does not receive a sufficient number of qualified applicants for employment as a school bus monitor who are at least twenty-one (21) years of age. A school corporation or school bus driver shall maintain a record of applicants, their ages, and their qualifications to show compliance with this subsection.

\*\*\*Sample\*\*\*

Updated May 2009

(Insert employer name or place on letterhead / Return to employer when complete)

**Physical Fitness Certificate  
School Bus Driver  
Special Purpose Bus Operator  
School Bus Monitor**

Indiana Code 20-27-8-1, in part states, (a) an individual may not drive a school bus for the transportation of students or be employed as a school bus monitor unless the individual satisfies the following requirements:

(7) Possess the following required physical characteristics:

(A) Sufficient physical ability to be a school bus driver, as determined by the state school committee. (Title 575 IAC 1-8)

(B) Possession and full normal use of both hands, both arms, both feet, both legs, both eyes, and both ears.

(C) Freedom from any communicable disease that:

(i) may be transmitted through airborne or droplet means; or

(ii) requires isolation of the infected person under 410 IAC 1-2.3.

(D) Freedom from any mental, nervous, organic, or functional disease which might impair the person's ability to properly operate a school bus.

(E) Visual acuity, with or without glasses, of at least 20/40 in each eye and a field of vision with 150 degree minimum and with depth perception of at least 80%.

Indiana Code 20-27-9-5(c)(1), in part , states if the special purpose bus has a capacity of more than fifteen passengers, the operator meet the requirements for a school bus driver set forth in I.C. 20-27-8-4

**Physical Fitness Certificate Requirement**

An individual who is or intends to become a school bus driver must obtain a physical examination certificate stating that the individual possesses the physical characteristics required by section 1(a)(7) of this chapter. The certificate shall be made by a physician who is licensed in Indiana or a state bordering Indiana after the physician has conducted a physical examination of the school bus driver or prospective school bus driver. The physician shall be chosen by the school bus driver or prospective driver, who shall pay for the examination. (I.C. 20-27-8-4)

The term Indiana physician means, "any individual who holds an unlimited license to practice medicine in Indiana." (I.C. 20-18-2-8)

I certify that \_\_\_\_\_ possesses the physical characteristics required by I.C. 20-27-8-1 to be a school bus driver, school bus monitor, or special purpose bus operator. The certificate of examination shall be filed with the school corporation or employer not more than seven days after the examination. (I.C. 20-27-8-5)

\_\_\_\_\_  
physician signature

\_\_\_\_\_  
printed name

\_\_\_\_\_  
physician medical license number

\_\_\_\_\_  
date of examination

This physical examination expires 24 months from the above date. (I. C. 20-27-8-5)

\_\_\_\_\_  
physician's address and telephone number

## Comparison of Occupation and Licensing Medical Exam and Certificate

Occupation (school bus driver) medical	Licensing (CDL) medical
Indiana General Assembly created in the 1920's	CDL came into existence in 1992
State required medical exam	Federally required license to drive a vehicle with a capacity > 15
Valid for 2 years	Valid for 2 years
Exam - Certified Medical Examiner	Exam - Certified Medical Examiner
Minimum 80% depth perception	No depth perception requirement
Field-of-view minimum of 150 degrees	Field-of-view minimum of 140 degrees
Driver must be free of communicable disease spread by airborne or droplet means	No freedom from communicable disease requirement
IC 20-27-8-1 (7) A-E	CDL booklet
Not required to be in possession	MUST be carried on person first 30 days of getting initial CDL

**Notes:**

## IC 20-27-8-2 School bus driver driving summary

Sec. 2. (a) Before a school corporation enters into a:

- (1) contract with a school bus driver; or
- (2) fleet contract under IC 20-27-5;

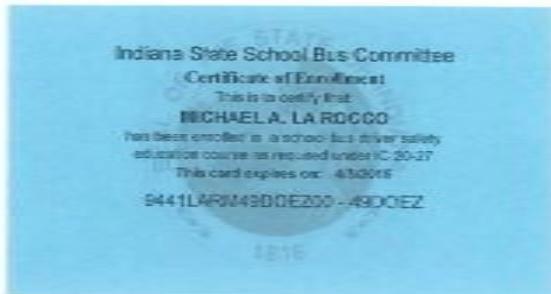
the school corporation shall obtain, at no fee from the bureau of motor vehicles, a copy of the school bus driver's driving summary for the last seven (7) years as maintained by the bureau of motor vehicles or the equivalent agency in another state.

(b) To obtain a copy of the school bus driver's driving summary as required under subsection (a), the school corporation shall provide the bureau of motor vehicles with the following information:

- (1) The school bus driver's name.
- (2) The school bus driver's Social Security number.
- (3) Any other information required by the bureau of motor vehicles.

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# School Bus Driver Certificates



## Certificate of Enrollment

Valid for 1 year

Authority To Transport Passengers

Must Be In Drivers Possession

Driver Trainer IS A Passenger



## Standard

Expire December 31 Each Year

Completion of Training Requirements

Authority To Transport Passengers

Must Be In Drivers Possession

Notes:

# School Bus Driver Certification Maintaining

## **Annually**

1. Complete Annual Safety Meeting
  - A. Online
  - B. Group View

## **Every Two Years**

1. May Be Sooner Depending On Medical Condition
2. Renew Physicals (done every two years maximum— may be sooner)
  - A. CDL Physical
  - B. Title 20 Physical Fitness Certificate (held locally)
3. Renew Physical Performance Tests (held locally)

## **Every Four Years**

1. Renew CDL License

## **SECTION 20. IC 20-27-8-15, AS ADDED BY P.L.1-2005, SECTION 11, IS AMENDED TO READ AS FOLLOWS:**

Sec. 15. (a) The driver of a school bus for a public or nonpublic school that is accredited by the state board shall have in the school bus driver's possession, while transporting passengers, a certificate that states the school bus driver has:

(1) enrolled in or completed a course in school bus driver safety education as required under sections 9 and 10 of this chapter; or

(2) operated a school bus at least thirty (30) days during the three (3) year period preceding the effective date of the school bus driver's employment.

(b) A certificate of enrollment in or completion of the course or courses in school bus driver safety education shall be prescribed by the committee and completed by the designated representative of the committee.

(c) A driver of a school bus who fails to complete the school bus driver safety education course or courses, as required, shall be reported by the person who conducted the course to the committee and to the school corporation where the school bus driver is employed or under contract.

(d) A driver of a school bus who fails to complete the school bus driver safety education course or courses, as required, may not drive a school bus within Indiana while transporting a student.

(e) The department may at any time order the revocation of a driver's certificate of completion of the school bus driver safety education training due to:

(1) fraudulent completion of the annual safety meeting or workshop required under section 9 of this chapter; or

(2) circumstances endangering the safe transportation of students, including the following:

(A) Permanent revocation for a:

(i) conviction for a felony or for a Class A misdemeanor that endangers the safety or safe transportation of a student; or

(ii) positive drug or alcohol test result that does not fall under the return to duty policy of the employing school corporation.

(B) A two (2) year revocation for a conviction for a Class B misdemeanor that endangers the safety or safe transportation of a student.

(C) A one (1) year revocation for a:

(i) conviction for a Class C misdemeanor; or

(ii) judgment for a Class A infraction; that endangers the safety or safe transportation of a student.

(D) A six (6) month revocation for a judgment for a Class B or Class C infraction that endangers the safety or safe transportation of a student.

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**IC 20-27-3-4 Powers; bus driver performance standards; certificate of inspection**

Sec. 4. (a) The committee has the following powers:

(b) The committee shall adopt rules under IC 4-22-2 to set performance standards and measurements for determining the physical ability necessary for an individual to be a school bus driver.

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**575 IAC 1-8-3 Climbing and descending bus service doorsteps**

Authority: IC 20-27-3-4

Affected: IC 20-27-9

Sec. 3. (a) Driver shall demonstrate the ability to climb and descend the bus service doorsteps in a forward facing position two (2) times without stopping.

(b) The measurement is pass/fail.

**575 IAC 1-8-4 Opening and closing bus service door**

Authority: IC 20-27-3-4

Affected: IC 20-27-9

Sec. 4. (a) Driver shall demonstrate the ability to open and close the bus service door two (2) times without stopping from a seat belted position.

(b) The measurement is pass/fail.

**575 IAC 1-8-5 Operating hand controls or steering wheel**

Authority: IC 20-27-3-4

Affected: IC 20-27-9

Sec. 5. (a) Driver shall demonstrate the ability to operate one (1) hand control on each side of the steering wheel while the bus is in a safe forward motion.

(b) The measurement is pass/fail.

**IC 20-27-8-10 Pre-service school bus driver safety experience and education requirements**

Sec. 10. (a) An individual who does not have at least thirty (30) days experience in driving a school bus during the three (3) year period immediately preceding the effective date of the individual's assignment as a school bus driver for a public or nonpublic school that is accredited by the state board within Indiana shall satisfactorily complete a pre-service school bus driver safety education training course. The course may not exceed forty (40) hours.

(b) Course attendance must be completed:

(1) before the assignment of an individual required to take the course as a school bus driver; or

(2) if immediate assignment is necessary, upon the completion of the next scheduled course following the assignment.

(c) The state superintendent shall provide instructors, adequate meeting facilities, registration forms, a uniform course of instruction, and all other necessary materials for the pre-service school bus driver safety education meetings.

## Observation and driving hours

### Obtaining a Standard Certificate

A trainee must complete the preservice class, the on-bus observation, and behind-the-wheel operation hours to receive a Standard Certificate.

**The observation and behind-the-wheel operation requirements are four (4) and eight (8) hours respectively. The hours must be supervised by an Indiana certified school bus driver and documented in any manner selected by the school corporation or employer. The observation and behind-the-wheel hours must be submitted electronically in DOE Online by the school corporation or employer not later than the one year anniversary of the trainee’s attendance at the preservice class.**

**Certification of Observation/Driving Qualifications**

**Driver Information**

Driver Name:	DOE, JOHNNY	Current Certification Type:	E
Current Certification Issue Date:	11/16/2021	Current Certification Expiration Date:	11/16/2022

**Observation/Driving Hours**

Please enter observation/driving information.

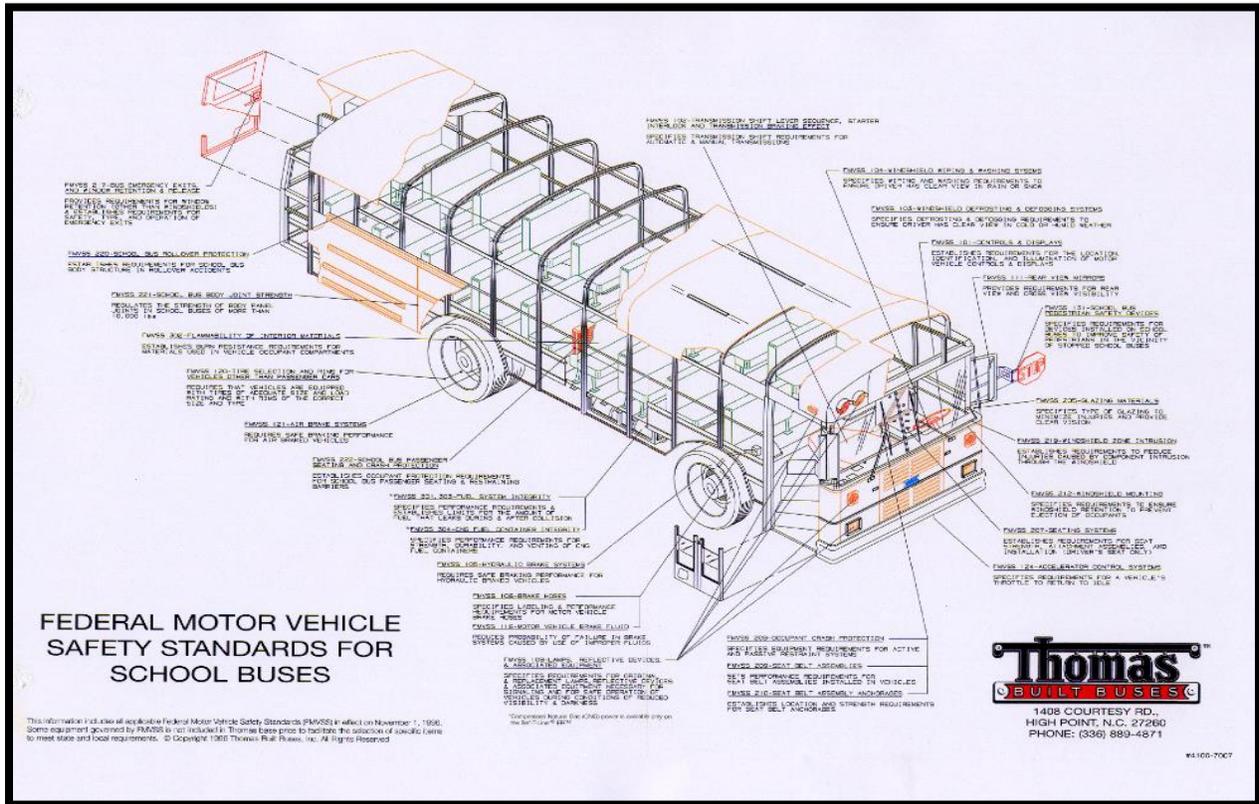
- A minimum of four (4) hours of on-bus observation time is required
- A minimum of eight (8) hours of on-bus operation time is required
- All driving hours must have occurred when the driver had a valid certificate
- Hour values will be rounded down to the nearest quarter hour (.25, .50, .75, 1.00)
- The supervising driver must have a valid standard certificate

Date (mm/dd/yyyy)	Type	Hours	Activity	Students On-Board	Supervising Driver (Enter last 4 digits of SSN)
11/16/2021	Observation	1.00	Route	Yes	WHITE, REGINALD (0017) Change
11/17/2021	Observation	2.00	Route	Yes	WHITE, REGINALD (0017) Change
11/18/2021	Observation	3.00	Field Trip	Yes	WHITE, REGINALD (0017) Change
11/29/2021	Driving	1.00	Trainer and Trainee	No	WHITE, REGINALD (0017) Change
12/01/2021	Driving	2.00	Trainer and Trainee	No	WHITE, REGINALD (0017) Change
12/02/2021	Driving	2.00	Trainer and Trainee	No	WHITE, REGINALD (0017) Change
12/04/2021	Driving	1.00	Trainer and Trainee	No	WHITE, REGINALD (0017) Change
12/07/2021	Driving	3.00	Trainer and Trainee	No	WHITE, REGINALD (0017) Change
12/08/2021	Driving	2.00	Trainer and Trainee	No	WHITE, REGINALD (0017) Change
	Select		Select	No	
	Select		Select	No	

Observation Hour Total: 6.00  
Driving Hour Total: 11.00

**Notes:**

# School Bus Construction



## IC 20-27-2-8 "School bus"

Sec. 8. "School bus" means a motor vehicle, other than a special purpose bus, that is:

- (1) designed and constructed for the accommodation of more than ten (10) passengers; and
- (2) used for the transportation of Indiana students.

The term includes the chassis or the body, or both.

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## IC 20-27-3-7 Standards of construction and equipment

Sec. 7. (a) A school bus or special purpose bus sold or delivered in Indiana must meet the standards of construction and equipment set forth in the rules of the committee.

(b) A school bus may not be originally licensed in Indiana until the school bus has been inspected by the state police department and found to comply with these standards.

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# School Bus and Types



**Type A**

A small conversion bus using a cutaway front section with a left side vehicle driver's door.



**Type B**

A small school bus with the entrance door located behind the front wheels.



**Type C**

A large school bus with the entrance door being behind the front wheels. It is also known as a conventional style school bus.



**Type D**

A large bus with the entrance door located ahead of the front wheels and is also known as a rear engine or front engine transit style school bus.

## Notes:

## IC 20-27-2-10 "Special purpose bus"

Sec. 10. "Special purpose bus" means a motor vehicle:

(1) that is designed and constructed for the accommodation of more than ten (10) passengers;

(2) that:

(A) meets the federal school bus safety requirements under 49 U.S.C. 30125 except the:

(i) stop signal arm required under federal motor vehicle safety standard (FMVSS) no. 131; and

(ii) flashing lamps required under federal motor vehicle safety standard (FMVSS) no. 108;

(B) when owned by a school corporation and used to transport students, complies with the Federal Motor Carrier Safety Regulations as prescribed by the United States Department of Transportation Federal Motor Carrier Safety Administration as set forth in 49 CFR Chapter III Subchapter B; or

(C) when owned by a school corporation and used to transport students, is a motor coach type bus with a capacity of at least thirty (30) passengers and a gross vehicle weight rating greater than twenty-six thousand (26,000) pounds; and

(3) that is used by a school corporation for transportation purposes appropriate under IC 20-27-9-5.

Can retain the stop arm and flashing lights if they are not operational

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## IC 20-27-9-5

Sec. 5. (a) A special purpose bus may be used:

(1) by a school corporation to provide regular transportation of a student between one (1) school and another school but not between the student's residence and the school;

(2) to transport students and their supervisors, including coaches, managers, and sponsors to athletic or other extracurricular school activities and field trips;

(3) by a school corporation to provide transportation between an individual's residence and the school for an individual enrolled in a special program for the habilitation or rehabilitation of persons with a developmental or physical disability, and, if applicable, the individual's sibling; and

(4) to transport homeless students under IC 20-27-12; **and**

**(5) by a school corporation to provide regular transportation of an individual described in section 4 or 7 of this chapter between the individual's residence and the school.**

(b) The mileage limitation of section 3 of this chapter does not apply to special purpose buses.

(c) The operator of a special purpose bus must be at least twenty-one (21) years of age, be authorized by the school corporation, and meet the following requirements:

(1) **Except as provided in subdivision (2)(B) and in addition to the license required under this subdivision,** if the special purpose bus has a capacity of less than sixteen (16) passengers, the operator must hold a valid:

(A) operator's;

(B) chauffeur's;

(C) public passenger chauffeur's; or

(D) commercial driver's;

license.

(2) If the special purpose bus:

**(A) has a capacity of more than fifteen (15) passengers; or**

**(B) is used to provide transportation to an individual described in subsection (a)(3) or (a)(5);**

the operator must meet the requirements for a school bus driver set out in IC 20-27-8.

(d) A special purpose bus is not required to be constructed, equipped, or painted as specified for school buses under this article or by the rules of the committee.

(e) An owner or operator of a special purpose bus, other than a special purpose bus owned or operated by a school corporation or a nonpublic school, is subject to IC 8-2.1.

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## Notes:

**IC 20-27-2-11 "Student"**

Sec. 11. "Student" means a child enrolled in a public or nonpublic school at any grade between kindergarten and grade 12.

**IC 20-27-9-7 Developmentally disabled persons**

Sec. 7. (a) As used in this section, "developmentally disabled person" means a person who has a developmental disability (as defined in IC 12-7-2-61).

(b) A special education cooperative operating under IC 36-1-7, IC 20-35-5, or IC 20-26-10 or a school corporation may enter into an agreement with a state supported agency serving developmentally disabled persons in which a school bus or special purpose bus used by the special education cooperative or school corporation may be used to transport developmentally disabled persons who:

- (1) are at least two (2) years of age; and
- (2) live within the boundaries of the special education cooperative or school corporation; to and from programs for the developmentally disabled.

(c) An increased cost of transportation for developmentally disabled persons not reimbursed under IC 21-3-3.1 shall be borne by the persons transported or the state supported agency serving the developmentally disabled. However, a developmentally disabled person may not be required to pay for transportation provided under this section if the required payment is contrary to law.

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**IC 20-27-9-4 Transportation; chaperones**

Sec. 4. (a) The governing body of a school corporation may, by written authorization, allow the use of a school bus for transportation:

- (1) of preschool children who attend preschool offered by the school corporation or under a contract entered into by the school corporation to and from the preschool facility site; and
- (2) subject to the geographic and residency requirements set forth in section 3(b) of this chapter, of preschool children and necessary adult chaperones to and from an educational or recreational activity approved or sponsored by the governing body for the preschool children.

(b) The number and qualifications of adult chaperones under subsection (a)(2) may be determined by the governing body.

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**IC 20-18-2-5 "Governing body"**

Sec. 5. "Governing body" means:

- (1) a board of school commissioners;
- (2) a metropolitan board of education;
- (3) a board of trustees; or
- (6) any other board or commission charged by law with the responsibility of administering the affairs of a school corporation.

Page 3

**IC 20-18-2-12 "Nonpublic school"**

Sec. 12. (a) "Nonpublic school" means a school that is not maintained by a school corporation.  
(b) The term includes a private school or parochial school.

**IC 20-18-2-15 "Public school"**

Sec. 15. "Public school" means a school maintained by a school corporation.

**IC 20-18-2-17 "School year"**

Sec. 17. "School year" means the period:  
(1) beginning after June 30 of each year; and  
(2) ending before July 1 of the following year; except when a different period is specified for a particular purpose.

Page 3

**IC 20-27-2-2 "Committee"**

Sec. 2. "Committee" refers to the state school bus committee established by IC 20-27-3-1.

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**IC 9-21-8-59 Use of a telecommunication device while operating a moving motor vehicle.**

Sec. 59. (a) A person may not use a telecommunications device to:  
(1) type a text message or an electronic mail message;  
(2) transmit a text message or an electronic mail message; or  
(3) read a text message or an electronic mail message;  
while operating a moving motor vehicle unless the device is used in conjunction with hands free or voice operated technology, or unless the device is used to call 911 to report a bona fide emergency.  
(b) A police officer may not confiscate a telecommunications device for the purpose of determining compliance with this section or confiscate a telecommunications device and retain it as evidence pending trial for a violation of this section.

**IC 9-13-2-177.3 Telecommunications device**

Sec. 177.3 (a) "Telecommunications device" for purposes of IC 9-21-8 and IC 9-24-11-3.3, means an electronic or digital telecommunications device. The term includes a:  
(1) wireless telephone, (2) personal digital assistant, (3) pager or (4) text messaging device  
(b) Term does not include: (1) amateur radio equip operated by a amateur radio operator licensed by the FCC  
(2) A communications system installed in a commercial motor vehicle weighing more than ten thousand (10,000) pounds

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**IC 20-27-9-3 School and other activities**

Sec. 3. (a) The governing body of a school corporation may allow, by written authorization, the use of a school bus for transportation of eligible students and necessary adult chaperones or of adults to and from an activity that is sponsored, controlled, supervised, or participated in by the governing body. The number and qualifications of adult chaperones under this section may be determined by the governing body.

(b) The governing body may allow, by written authorization, the use of a school bus for transportation of students and necessary adult chaperones to and from an educational or recreational activity approved or sponsored by a political subdivision if:

- (1) the transportation originates from a place within the geographical limits of the school corporation served by the affected bus;
- (2) the persons transported are Indiana residents; and
- (3) the trip does not involve more than two hundred (200) miles of travel out of state.

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**School bus other uses:**

**IC 20-27-9-2 Persons 65 years of age or older**

**IC 20-27-9-4 Transportation; chaperones**

**IC 20-27-9-6 Groups and organizations**

**IC 20-27-9-8 Employee meetings**

**IC 20-27-9-10 Agricultural workers**

**IC 20-27-9-11 Day care centers; developmentally and physically disabled persons**

**IC 20-27-9-12.5 Use of vehicle other than school bus under contract before July 1, 2001**

**IC 20-27-9-13 Travel for repair and maintenance**

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**Notes:**

**IC 20-27-3-5 Rules; display of school district name on bus**

Sec. 5. (a) The committee shall adopt and enforce rules under IC 4-22-2 to require that each new school bus operated by or on behalf of a school corporation bear the name of the school district on the back of the school bus in black letters that are at least four (4) inches and not more than six (6) inches high.

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**IC 20-27-5-2 Authority to provide transportation**

Sec. 2. The governing body of a school corporation may provide transportation for students to and from school.

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**IC 20-27-5-3 Transportation responsibilities**

Sec. 3. If a school corporation provides transportation for students, the governing body of the school corporation is responsible for obtaining the necessary school buses and school bus drivers.

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**IC 20-27-13-2 Applicability**

Sec. 2. this chapter applies to a school corporation that carried out a general program in at least one (1) school year beginning after June 30, 2010, to provide transportation to and from school for eligible students.

**IC 20-27-13-3 Program to provide transportation required under certain circumstances**

Sec. 3. Except as provided in section 7 of this chapter, a school corporation described in section 2 of this chapter shall carry out a program to provide transportation to and from school for all eligible students in any part of a school year beginning after June 30, 2012, unless the governing body of the school corporation:

- (1) approves the termination of the transportation program; and
  - (2) provides public notice of the date after which the transportation will no longer be provided under the transportation program;
- at least three (3) years before the date after which the transportation will no longer be provided under the transportation program.

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**Notes:**

## **Termination of transportation**

### **IC 20-27-13-4 Minimum distance**

Walk zones permitted

### **IC 20-27-13-5 Transportation to and from school**

To and from school only!

### **IC 20-27-13-7 Petition for waiver**

### **IC 20-27-13-8 Public hearing on waiver petition**

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### **IC 20-27-11-1 Transportation of rural nonpublic school student**

Sec. 1. (a) If a student who attends:

- (1) a nonpublic school located in a school corporation; or
  - (2) A charter school located in a rural corporation; resides on or along the highway constituting the regular route of a public school bus, the governing body of the school corporation shall provide transportation for the nonpublic school student or charter school student on the school bus.
- (b) The transportation provided under this section must be from the home of the nonpublic or charter school student or from a point on the regular route nearest or most easily accessible to the home of the nonpublic or charter school student to and from the nonpublic school or charter school or to and from the point on the regular route that is nearest or most easily accessible to the nonpublic school or charter school.

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### **IC 20-27-12-1 Original school corporation**

Sec. 1. As used in this chapter, "original school corporation" refers to a school corporation in which a homeless student's school of origin is located.

### **IC 20-27-12-2 School of Origin**

Sec. 2. As used in this chapter, "school of origin" means the school:

- (1) that a homeless student attended when the student last had a permanent residence; or
- (2) in which the homeless student was last enrolled.

### **IC 20-27-12-3 Transitional School Corporation**

Sec. 3. As used in this chapter, "transitional school corporation" refers to a school corporation in which a homeless student temporarily stays.

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**IC 35-43-2-2 Criminal trespass; denial of entry; permission to enter; exceptions**

Sec. 2. (a) As used in this section, "authorized person" means a person authorized by an agricultural operation to act on behalf of the agricultural operation.

(b) A person who: ...  
commits criminal trespass, ... However, the offense is a Level 6 felony if it is committed ... on school property, or on a school bus or the person has a prior unrelated conviction for an offense under this section concerning the same property.

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**Notes:**

## What is Entry Level Driver Training?

The Federal Motor Carrier Safety Administration (FMCSA) established new minimum training standards for certain individuals applying for a Class A or Class B commercial driver's license for the first time; an upgrade of their CDL (e.g., a Class B CDL holder seeking a Class A CDL); or a hazardous materials (H), passenger (P), or school bus (S) endorsement on their CDL for the first time. These individuals are subject to the ELDT requirements and must complete a prescribed program of theory and behind-the-wheel (BTW) range and public road instruction provided by an entity that is listed on FMCSA's Training Provider Registry. The final rule incorporates performance-based concepts by requiring that driver-trainees demonstrate proficiency in both the BTW and theory portions of the curricula. The final rule responds to a Congressional mandate imposed under the "Moving Ahead for Progress in the 21<sup>st</sup> Century Act" (MAP-21).

## Basic Operations B1.1

This section will cover the interaction between driver-trainees and the CMV. Driver-trainees will receive instruction in the Federal Motor Carrier Safety Regulations (FMCSRs) and will be introduced to the basic CMV instruments and controls. This section must also teach driver-trainees how to perform vehicle inspections, control the CMVs under various road and traffic conditions, employ shifting and backing techniques, and couple and uncouple, as applicable. Driver-trainees must familiarize themselves with the basic operating characteristics of a CMV.

### Unit B1.1.1 Orientation

This unit must introduce driver-trainees to the commercial motor vehicle driver training curriculum and the components of a commercial motor vehicle. The training providers must teach driver-trainees the safety fundamentals, essential regulatory requirements (*i.e.*, overview of FMCSRs/hazardous materials (HM) regulations), and driver-trainees' responsibilities not directly related to driving. This unit must also cover the ramifications and driver disqualification provisions and fines for non-compliance with parts 380, 382, 383, and 390 through 399 of the FMCSRs. This unit must also include an overview of the applicability of State and local laws relating to the safe operation of the CMV, stopping at weigh stations/scales, hazard awareness of vehicle size and weight limitations, low clearance areas (e.g., CMV height restrictions), and bridge formulas.

## Class B CDL, Passenger and School Bus Orientation

**Commercial Driver's License (CDL) License**

**COMMERCIAL MOTOR VEHICLE GROUPS**

Group A (Combination Vehicle)	Group B (Heavy Straight Vehicle)	Group C (Small Vehicle)
Any combination of vehicles with a gross combination weight rating (GCWR) of 26,001 pounds or more, provided the gross vehicle weight rating (GVWR) of the vehicle(s) being towed is in excess of 10,000 pounds.	Any single vehicle with a GVWR of 26,001 pounds or more, or any such vehicle towing a vehicle not in excess of 10,000 pounds GVWR.	Any single vehicle, or combination of vehicles, that meets neither the definition of Group A nor Group B, but is designed to transport 16 or more passengers including the driver, or is used in the transportation of materials found to be hazardous which require the motor vehicle to be placarded. This includes any quantity of chemical or biological material or agent posing a threat to national security, including toxins.

Revised 01/06

### Type A School Bus



- Entrance door behind front wheels
- Type A1 10,000lbs or less
- Constructed utilizing a stripped chassis
- Height: 9.1 feet
- Width: 93 inches
- Length: 13 - 17.5 feet
- Wheelbase: 138 inches
- Turning radius: 25 feet

Indiana Department of Education

### Type B School Bus



- Entrance door behind front wheels
- Greater than 10,000lbs
- Constructed utilizing a stripped chassis
- Weight: 10,000 - 26,500lbs
- Height: 10.3 feet
- Width: 93 inches
- Length: 10.8 - 21.7 feet
- Wheelbase: 138 - 254 inches
- Turn radius: 20.3 to 39.1 feet

Indiana Department of Education

### Type C School Bus



- Utilizes a chassis with a hood and front fender assembly
- Entrance door is behind the front wheels
- Weight: 18,000 - 35,000lbs
- Height: 9.9-10.4 feet
- Width: 93-96 inches
- Length: 20.9-38.9 feet
- Wheelbase: 149.6 - 276 inches
- Turn radius: 21.3 - 34.2 feet

Indiana Department of Education

### Type D School Bus



- Constructed utilizing a stripped chassis
- Entrance door is ahead of the front wheels
- Weight: 27,800 - 37,000lbs
- Height: 9.9 - 10.4 feet
- Width: 93 - 96 inches
- Length: 27.3 - 39.11 feet
- Wheelbase: 136 - 276 inches
- Turning radius: 21.3 - 34.2 feet

Indiana Department of Education

### Notes:



# Dashboard



## AMETEK Dashboard



Sales, Service, Parts  
www.lewisbusgroup.com

	<b>High Exhaust System Temp</b> Normal for Regeneration, use caution exhaust can reach over 400 degrees F.
	<b>Check Engine</b> (report at earliest time, next stop) Importance level Medium
	<b>Stop Engine (PULL OVER ASAP)</b> Importance HIGH
	<b>Malfunction Indicator Lamp</b> (report to shop at end of route) Importance level low
	<b>Wait to Start</b>
	<b>Service - Monitor Driver Info Center</b>
	<b>Air Pressure Low</b>
	<b>Cruise Active</b>
	<b>DEF Level</b>



Driver Information Center

Turn Signal Indicator

	<b>ABS Warning</b> report to mechanic at end of route
	<b>Transmission Shift Inhibit</b>
	<b>Check Transmission</b>
	<b>Diesel Particulate Filter Regeneration Required, Parked Manual Regeneration may be needed</b>
	<b>Driver Seatbelt</b>
	<b>Park Brake Applied</b>
	<b>Traction Control</b>
	<b>High Beam</b>

# Dashboard

## KNOW YOUR BLUE BIRD DASH



**FEATURED ON YOUR VEHICLE & ALL AMERICAN**



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blue-bird.com

Blue Bird. A heritage of looking ahead.



ALERT INCLUDES AUDIBLE SOUND

Notes:

## Pre/Post Trip Inspection B1.3

The training provider must teach the driver-trainees to conduct pre-trip and post-trip inspections as specified in §§392.7 and 396.11, including appropriate inspection locations. Instruction must also be provided on enroute vehicle inspections.

**School Bus Driver's Pre-Trip Inspection Form**

School District or Contractor's Name \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

Bus Identification No. \_\_\_\_\_

PLEASE CHECK "S" FOR SATISFACTORY OR "U" FOR UNSATISFACTORY. CHECK  EACH COMPONENT CAREFULLY AND INDIVIDUALLY.

<p><b>Open Hood and Check:</b></p> <p><b>S U</b></p> <p><input type="checkbox"/> Oil</p> <p><input type="checkbox"/> Coolant</p> <p><input type="checkbox"/> Battery</p> <p><input type="checkbox"/> Transmission Fluid</p> <p><input type="checkbox"/> Master Cylinder Brake Fluid</p>	<p><b>S U</b></p> <p><input type="checkbox"/> Power Steering Fluid</p> <p><input type="checkbox"/> Washer Fluid</p> <p><input type="checkbox"/> All Belts</p> <p><input type="checkbox"/> Wiring</p>	<p><b>With Engine Running, Driver Activates All Exterior Lights, Walks Around the Bus and Checks:</b></p> <p><b>S U</b></p> <p><input type="checkbox"/> Right Front Wheel and Tire</p> <p><input type="checkbox"/> Right Side Marker and Turn Signal</p> <p><input type="checkbox"/> Right Side Reflectors</p> <p><input type="checkbox"/> Right Side Rear View and Safety Mirrors</p> <p><input type="checkbox"/> Crossing Control Arm</p> <p><input type="checkbox"/> Headlights (high/low beams)</p> <p><input type="checkbox"/> Front Turn Signal Lights</p> <p><input type="checkbox"/> Front Clearance Lights</p> <p><input type="checkbox"/> Front Identification/Cluster Lights</p> <p><input type="checkbox"/> Front Light Flashing System</p> <p><input type="checkbox"/> Front Reflectors</p> <p><input type="checkbox"/> Windshield</p> <p><input type="checkbox"/> Underside of Chassis</p> <p><input type="checkbox"/> Crossover Mirror(s)</p> <p><input type="checkbox"/> Left Side Rear View and Safety Mirrors</p> <p><input type="checkbox"/> Left Front Wheel and Tire</p> <p><input type="checkbox"/> Driver's Side Window</p> <p><input type="checkbox"/> Stop Arm Panel</p> <p><input type="checkbox"/> Left Side Marker and Turn Signal Lights</p> <p><input type="checkbox"/> Left Side Reflectors</p> <p><input type="checkbox"/> Side Emergency Door (open/close) (if applicable)</p> <p><input type="checkbox"/> Left Rear Wheel and Tire</p> <p><input type="checkbox"/> Exhaust System (and pipe clearly)</p> <p><input type="checkbox"/> Rear Tail/Brake Lights</p> <p><input type="checkbox"/> Rear Turn Signal Lights</p> <p><input type="checkbox"/> Rear Clearance Lights</p> <p><input type="checkbox"/> Rear Identification/Cluster Lights</p> <p><input type="checkbox"/> Strobe Lamp (if applicable)</p> <p><input type="checkbox"/> Rear Light Flashing System</p> <p><input type="checkbox"/> Rear Reflectors</p> <p><input type="checkbox"/> Rear Emergency Door (open/close) (if applicable)</p> <p><input type="checkbox"/> Right Rear Wheel and Tire</p> <p><input type="checkbox"/> Fuel Tank Filter Cap</p>
---	--	---

Signature of Person Performing Above Inspection if not the Driver/Date: \_\_\_\_\_

**Driver Enters Bus and Checks:**

<p><b>S U</b></p> <p><input type="checkbox"/> Steps</p> <p><input type="checkbox"/> Cleanliness</p> <p><input type="checkbox"/> Seats</p> <p><input type="checkbox"/> Seat Belts (if applicable)</p> <p><input type="checkbox"/> Windows</p>	<p><b>S U</b></p> <p><input type="checkbox"/> Warning Devices</p> <p><input type="checkbox"/> Fuses (if applicable)</p> <p><input type="checkbox"/> First Aid Kit</p> <p><input type="checkbox"/> Fire Extinguisher</p> <p><input type="checkbox"/> Lettering</p> <p><input type="checkbox"/> Two-way Radio or Authorized Cell Phone</p>
--	--

Record Month and Year displayed on the front of the Certificate of Safety

Record Odometer Reading from the Vehicle's Odometer

If today's month and year is after the month and year recorded above or if the vehicle's odometer reading is greater than the miles recorded on the back of the Certificate of Safety, the Certificate of Safety has expired or is not valid.

**Driver Starts Engine, Activates All Interior Lights and Checks:**

<p><b>S U</b></p> <p><input type="checkbox"/> Valid Certificate of Safety</p> <p><input type="checkbox"/> Steering Wheel</p> <p><input type="checkbox"/> Windshield Wipers/Washers</p> <p><input type="checkbox"/> Heater and Defroster</p> <p><input type="checkbox"/> All Interior Lights</p> <p><input type="checkbox"/> Horn</p> <p><input type="checkbox"/> Service Door (open &amp; close)</p> <p><input type="checkbox"/> All Mirrors (adjustments)</p> <p><input type="checkbox"/> Sun Visor</p> <p><input type="checkbox"/> Emergency Exits (windows/doors)</p> <p><input type="checkbox"/> Emergency Exits Alarms</p> <p><input type="checkbox"/> Clutch (if applicable)</p>	<p><b>S U</b></p> <p><input type="checkbox"/> Child Check System (electronic or manual)</p> <p><input type="checkbox"/> Braking Warning Alarm</p> <p><input type="checkbox"/> Controls and Indicators</p> <p><input type="checkbox"/> Ammeter (voltmeter)</p> <p><input type="checkbox"/> Gear Shift Lever</p> <p><input type="checkbox"/> Neutral Safety Switch</p> <p><input type="checkbox"/> Water Temperature Gauge</p> <p><input type="checkbox"/> Fuel Gauge</p> <p><input type="checkbox"/> Vacuum or Air Pressure Gauge</p> <p><input type="checkbox"/> Odometer</p> <p><input type="checkbox"/> Switches</p> <p><input type="checkbox"/> Driver's Seat Belt</p>
--	---

**Drive Bus Forward and Apply Brakes:**

**S U**

Service and Emergency Brake Operation

**Notes:**

## Post trip checks

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li><input type="checkbox"/> School Bus turned off</li> <li><input type="checkbox"/> Checked for students or items left behind</li> <li><input type="checkbox"/> All electrical systems off</li> <li><input type="checkbox"/> Bus cleaned</li> <li><input type="checkbox"/> Emptied trash can</li> <li><input type="checkbox"/> Closed all windows, hatches and doors</li> <li><input type="checkbox"/> Exterior has no leaks or damage</li> </ul> | <ul style="list-style-type: none"> <li><input type="checkbox"/> Check for vandalism damage</li> <li><input type="checkbox"/> Check tires and lug nuts</li> <li><input type="checkbox"/> Make sure bus is plugged in</li> <li><input type="checkbox"/> Write up and report any discrepancies or damage to mechanics as soon as possible.</li> </ul> |
|---|--|

### **Unit B1.1.4 Basic Control**

This unit must introduce basic vehicular control and handling as it applies to commercial motor vehicles. This unit must include instruction addressing basic CMV controls in areas such as executing sharp left and right turns, centering the vehicle, maneuvering in restricted areas, and entering and exiting the interstate or controlled access highway.

### **Unit B1.1.5 Shifting/Operating Transmissions**

This unit must shifting patterns and procedures to driver-trainees to prepare them to safely and competently perform basic shifting maneuvers. This unit must teach driver-trainees to execute up and down shifting techniques on multi-speed dual range transmissions, if appropriate. The training providers must teach driver-trainees the importance of increased fuel economy achieved by utilizing proper shifting techniques.

### **Unit B1.1.6 Backing and Docking**

This unit must teach driver-trainees to back and dock the combination vehicle safely. This unit must cover “Get Out and Look” (GOAL), evaluation of backing/loading facilities, knowledge of backing set ups, as well as instruction in how to back with use of spotters.

## B1.2 Safe Operating Procedures

This section must teach the practices required for safe operation of the CMV on the highway under various road, weather, and traffic conditions. The training providers must teach driver-trainees the Federal rules governing the proper use of seat belt assemblies (§392.16).

### Unit B1.2.1 Visual Search

This unit must teach driver-trainees to visually search the road for potential hazards and critical objects, including instruction on recognizing distracted pedestrians or distracted drivers. This unit must include instruction in how to ensure a driver-trainee's personal security/general awareness in common surroundings such as truck stops and/or rest areas and at shipper/receiver locations.

**The Smith System of visual search:** The Smith System is a commonly used method for many drivers. The Smith System was invented by [Harold Smith](#) in 1952 to increase safety of commercial drivers and revolves around employing five rules when operating a motor vehicle. These five rules can dramatically reduce the risk of major accidents on both highways and roads.

#### **5 rules of the Smith System:**

- 1. AIM HIGH:** The first rule for this method is “Aim high in steering”. Staying alert of the dangers and traffic ahead not only avoids rear-end collisions, but also alerts other drivers behind your vehicle to slow down. The driver should steer and focus their attention high, so as to view the road as whole and not just a few feet ahead.
- 2. GET THE BIG PICTURE:** Be aware of your surroundings at all times” may seem obvious to say, but distracted drivers are just as dangerous as intoxicated ones. Erratic and angry drivers take up a large portion of the traffic we see daily, so avoid major accidents by noticing how other drivers behave on the road. Having the whole picture means that you are doing your part to keep your vehicle as safe as possible while moving 1000 ft a second. There are a variety of hazards between your own vehicle and other drivers, and a keen awareness of these dangers will reduce these risks.
- 3. KEEP YOUR EYES MOVING:** The third standard of the Smith System asks drivers to remain alert. Energy drinks can only do so much before they cause the body to crash, and any repetitive motion sends us into a trance. Consistent eye movement prevents your body from entering the trance state, keeping you alert to every driving condition ahead of you.
- 4. LEAVE YOURSELF AN OUT:** The fourth principle of the Smith System states to leave yourself a way out. This means ensure that other drivers do not box you in while selecting their lanes. Do not tailgate other vehicles too closely, and always anticipate other drivers moves.
- 5. MAKE SURE THEY SEE YOU:** The worst thing a driver can do is assume. Assume other drivers can see them, assume other drivers are not dangerous, or even assume that they will just get to their destination safely. The final rule for the Smith System is “Make Sure You Are Seen”. This rule prevents accidents by removing assumptions made behind the wheel. As a driver, make sure that other drivers can see you and anticipate your move. If you feel you are coming into another driver’s blind spot, use the horn to get their attention.

## Quick Tips to Ensure Your Safety While Driving

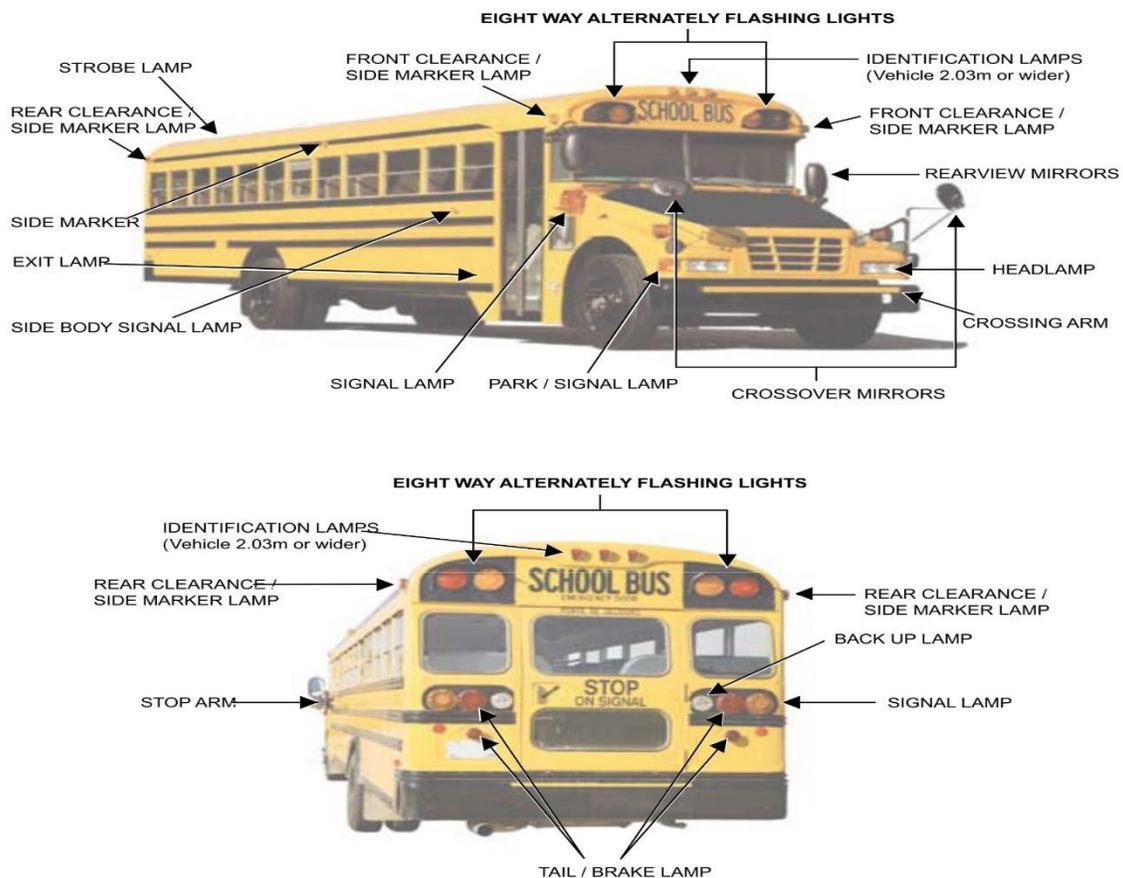
**Listen and stay alert:** Remain focused on the road at all times by not engaging in distracted driving. Use your mirrors to view oncoming vehicles. 16% of fatal crashes involve driver distraction.

**Proceed with caution:** Pull to the right side of the road and do so swiftly, but cautiously when approached by emergency vehicles.

**Resume entry slowly:** Use your turn signal! Slowly merge back onto the road or highway while checking your surroundings for others when re-entering roadways. Stay vigilant, prepared, and remember to be a proactive driver. As a motorist, it is our responsibility to operate vehicles safely and in a sensible manner.

### B1.2.2 Communication

This unit must teach driver-trainees how to communicate their intentions to other road users. Driver-trainees must be instructed in techniques for different types of communication on the road, including proper use of headlights, turn signals, four-way flashers, and horns. This unit must cover instruction in proper utilization of eye contact techniques with other drivers, bicyclists, and pedestrians.



**Headlights:** Indiana BMV: Drivers must use headlights between sunset and sunrise as well as at any other time in which visibility is less than 500 feet. When headlights are on, lower headlight beams must

be used when approaching within 500 feet of an oncoming vehicle or when following within 200 feet of the rear of another vehicle.

**Turn signal: IC 9-21-12-14 School bus; directional signal**

Sec. 14. Before a driver changes the direction of a school bus, the driver shall use a directional signal to indicate the change at least one hundred (100) feet before the driver turns.

**School bus flashing lights: IC 9-21-12-15 School bus; flashing lights**

Sec. 15. (a) The driver of a school bus shall use flashing lights as prescribed by the state school bus committee to give adequate warning that the school bus is stopped or about to stop on the roadway or the private road to load or unload a student. (b) A school bus driver who knowingly or intentionally violates subsection (a) commits a Class C misdemeanor

**School bus arm signal device: IC 9-21-12-13 School bus; arm signal device**

Sec. 13. (a) Except:

(1) as provided in subsection (b); or

(2) when a school bus is stopped at an intersection or another place where traffic is controlled by a traffic control device or a police officer; 26

whenever a school bus is stopped on a roadway or a private road to load or unload a student, the driver shall use an arm signal device, which must be extended while the bus is stopped.

(b) The governing body of a public school may authorize a school bus driver to load or unload a student at a location off the roadway that the governing body designates as a special school bus loading area.

The driver is not required to extend the arm signal device when loading or unloading a student in the designated area.

(c) A school bus driver who knowingly or intentionally violates subsection (a) commits a Class C misdemeanor.

**Hazards:**

- When your vehicle becomes a hazard to others
- When pulled over to the side of the road
- Railroad crossings
- In an accident
- In Indiana when loading unloading off the roadway (**we will cover in depth during bus stops**)

**School bus running lights: IC 9-21-12-15.5 School bus; daytime running lights**

Sec. 15.5. Whenever a school bus is in operation and transporting passengers, the driver of a school bus shall have the daytime running lights illuminated at all times.

**Strobe light: 575 IAC 1-9-52 Lamps and signals; strobe**

Sec. 52. (a) A white strobe light meeting SAE standards may be installed.

(b) A strobe light must be mounted on top of the center of the bus, between the rear wheels and the rear of the bus.

(c) A strobe light must be controlled by a switch that is independent of the ignition system. (d) The candlepower must be at least eight hundred (800) on a horizontal plane and at least twenty percent (20%) of horizontal light measured at plus or minus seven and one-half (7 1/2) degrees at the vertical plane. The intensity of light visible to the human eye must be measured in accordance with the Blondell-Rae equation for intensity.

## Unit B1.2.3 Distracted Driving

This unit must instruct driver-trainees in FMCSRs related to distracted driving and other key driver distraction driving issues, including improper cell phone use, texting, and use of in-cab technology (e.g., §§392.80 and 392.82). This instruction will include training in the following aspects: Visual attention (keeping eyes on the road); manual control (keeping hands on the wheel); and cognitive awareness (keeping mind on the task and safe operation of the CMV).

### THE THREE TYPES OF DISTRACTED DRIVING AND HOW TO AVOID THEM



#### IC 9-21-8-59 Use of a telecommunication device while operating a moving motor vehicle.

Sec. 59. (a) A person may not use a telecommunications device to:

- (1) type a text message or an electronic mail message;
- (2) transmit a text message or an electronic mail message; or
- (3) read a text message or an electronic mail message;

while operating a moving motor vehicle unless the device is used in conjunction with hands free or voice operated technology, or unless the device is used to call 911 to report a bona fide emergency.

(b) A police officer may not confiscate a telecommunications device for the purpose of determining compliance with this section or confiscate a telecommunications device and retain it as evidence pending trial for a violation of this section.

#### IC 9-13-2-177.3 Telecommunications device

Sec. 177.3 (a) "Telecommunications device" for purposes of IC 9-21-8 and IC 9-24-11-3.3, means an electronic or digital telecommunications device. The term includes a:

- (1) wireless telephone, (2) personal digital assistant, (3) pager or (4) text messaging device

(b) Term does not include: (1) amateur radio equip operated by a amateur radio operator licensed by the FCC

- (2) A communications system installed in a commercial motor vehicle weighing more than ten thousand (10,000) pounds.

## Unit B1.2.4 Speed Management

This unit must teach driver-trainees how to manage speed effectively in response to various road, weather, and traffic conditions. The instruction must include methods for calibrating safe following distances under an array of conditions including traffic, weather and CMV weight and length.

### IC 9-21-5-14 Maximum speed of school buses and special purpose buses; violation

Sec. 14. (a) A person may not operate a school bus or a special purpose bus at a speed greater than:

- (1) sixty (60) miles per hour on a federal or state highway; or
- (2) forty (40) miles per hour on a county or township highway.

(b) If the posted speed limit is lower than the absolute limits set in this section or if the absolute limits do not apply, the maximum lawful speed of a bus is the posted speed limit.

(c) A person who knowingly or intentionally exceeds a speed limit set forth in subsection (a) or (b) commits a Class C misdemeanor.

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### Three factors determine the distance that it takes to stop your vehicle:

**Perception time:** The time it takes you to recognize a hazard.

**Reaction distance:** The distance your vehicle travels between the time you recognize a problem and the time you apply the brakes.

**Braking distance:** The distance your car travels after you apply the brakes.

### Reduce speed in dangerous conditions

Excessive speed, even when conditions are ideal, is dangerous and increases the likelihood of an accident. Driving at the posted speed limit or in excess of it during the following roadway conditions is even more dangerous:

- Bad weather and poor visibility
- Driving with worn tires
- Impaired physical condition
- Slick or icy roads
- Unsafe vehicle conditions
- Hazardous conditions on road surface

## Braking distance formula

### 0 – 40 mph

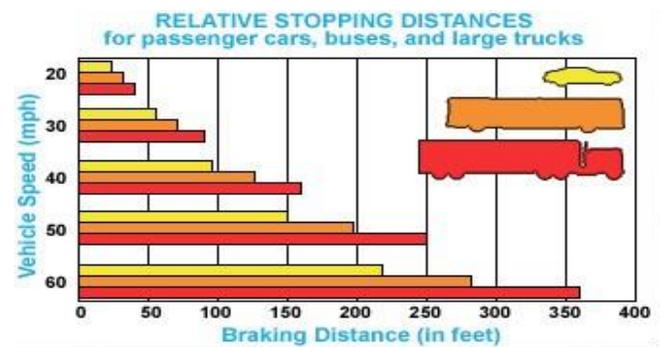
1 sec for every 10ft of your vehicle

### Over 40 mph Add 1 second

### Example 0 – 40 mph

40ft vehicle = 4 seconds

### Over 40 mph = 5 seconds



## Unit B1.2.5 Space Management

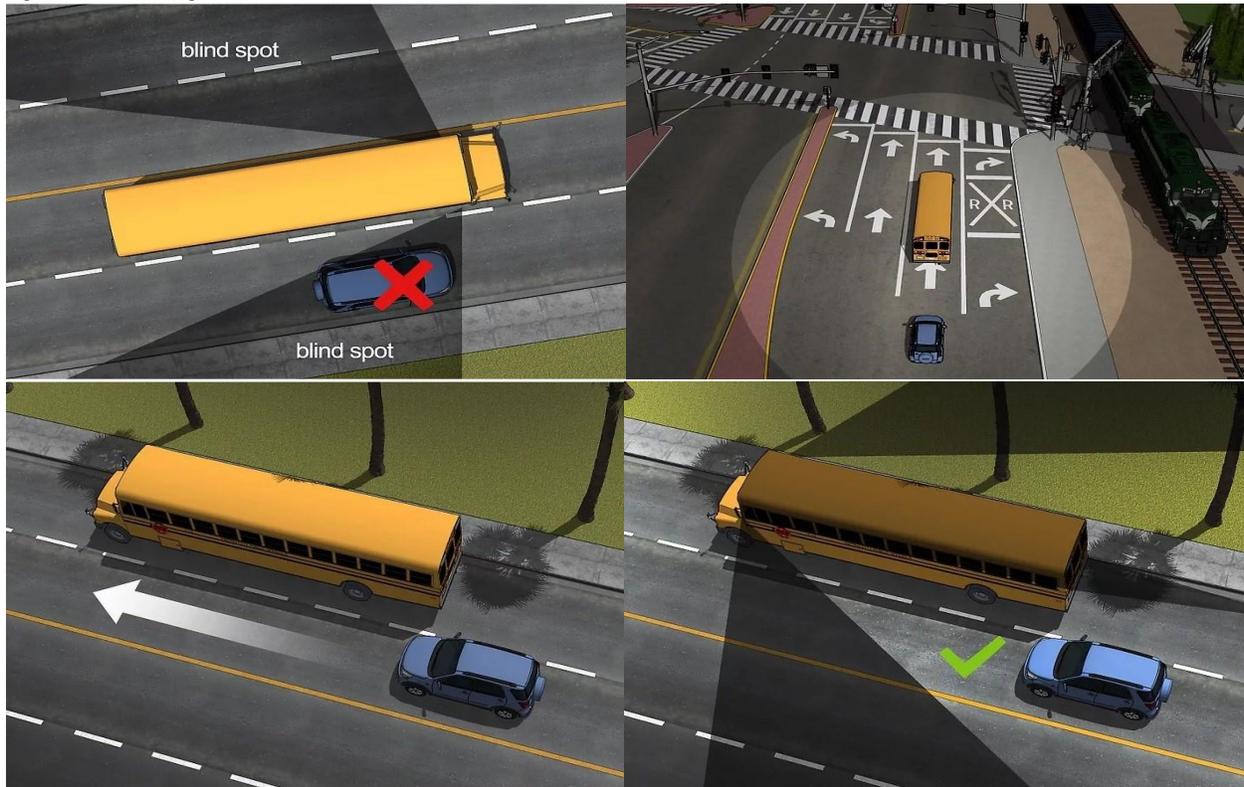
This unit must teach driver-trainees about the importance of managing the space surrounding the vehicle under various traffic and road conditions.

### Passing other vehicles

Follow these rules when you are passing other vehicles:

- Make sure the passing lane is clear of traffic, as you must return to the right side of the road no less than 100 feet before any oncoming vehicle (**Not recommended in a school bus!**)
- Check behind and to the left of your vehicle to make sure that another vehicle is not attempting to pass you
- Use your turn signals to alert other drivers of your intention to change lanes. Move into the passing lane, accelerate, and continue to move forward until you can see the vehicle you are passing in your rearview mirror
- Before returning to the lane in which you were originally driving, use the appropriate turn signal

### Space examples in traffic



Notes:

## Prohibited Passing

- A solid yellow line is marked on the driver's side of the center line of the road
- A yellow, pennant shaped "No Passing Zone" is posted on the left-hand side of the road, or a white rectangular "Do Not Pass" sign is posted on the right-hand side of the road
- When you are driving on or approaching a curve in the road
- When you are approaching the crest of a hill or grade in the road
- Within 100 feet of an intersection, railroad crossing, bridge, viaduct, or tunnel

### Move over Law for:

- Police vehicles
- Ambulances
- Fire trucks and rescue equipment
- Incident-response vehicles such as Hoosier Helpers
- Highway maintenance vehicles
- Utility service vehicles
- Vehicle recovery equipment such as tow trucks  
garbage trucks



## Unit B1.2.6 Night Operation

This unit must instruct driver-trainees in the factors affecting the safe operation of CMVs at night and in darkness. Additionally, driver-trainees must be instructed in changes in vision, communications, speed, space management, and proper use of lights, as needed, to deal with the special problems night driving presents.

## Unit B1.2.7 Extreme Driving Conditions

This unit must teach driver-trainees the specific problems presented by extreme driving conditions. The training will emphasize the factors affecting the operation of CMVs in cold, hot, and inclement weather and on steep grades and sharp curves. The training providers must teach driver-trainees the proper tire chaining procedures in this unit.

## Notes

## **Section B1.3 Advanced Operating Practices**

This section must introduce higher-level skills that can be acquired only after the more fundamental skills and knowledge taught in the prior two sections have been mastered. The training providers must teach driver-trainees the advanced skills necessary to recognize potential hazards and must teach driver-trainees the procedures needed to handle a CMV when faced with a hazard.

### **Unit B1.3.1 Hazard Perception**

The unit must provide instruction for recognizing potential hazards in the driving environment in order to reduce the severity of the hazard and neutralize possible emergency situations. The training providers must teach driver-trainees to identify road conditions and other road users that are a potential threat to the safety of the CMV and suggest appropriate adjustments. The instruction must emphasize hazard recognition, visual search, adequate surveillance, and response to possible emergency-producing situations encountered by CMV drivers in various traffic situations. The training providers must also teach driver-trainees to recognize potential dangers and the safety procedures that must be utilized while driving in construction/work zones.

#### **Know conditions of streets and highways**

You will be driving over the same route twice a day all during the school year. You will become thoroughly acquainted with the route and, after a short time, may begin to take the road for granted. Potholes develop overnight; the grade washes away; shoulders become soft; railroad crossing approaches change during the night or day; loose gravel appears; and slick spots develop through accumulations of snow and ice or oil deposits. Each day, conditions are different, and you must be on the alert to detect these changes before it is too late. Accidents sometimes happen because the driver fails to adjust his/her driving to the road conditions.

#### **Adjusting Your Driving to Poor Road Conditions**

Rain, snow, sleet, fog or icy pavements have never caused an accident. These conditions merely add more hazards to driving and make the normal hazards worse. Accidents are caused by drivers who do not adjust their driving to meet these conditions. Accidents blamed on skidding or bad weather conditions are classed as preventable. Expert drivers can drive safely on extremely slippery surfaces by:

1. Reducing the speed of bus
2. Driving well to the right-hand edge of the road
3. Watching side roads closely for entering traffic
4. Being aware of patches of wet leaves and smooth blacktop surfaces
5. Never looking directly at lights of oncoming vehicles
6. Using windshield wipers and defrosters continuously if needed
7. Avoiding sudden stops.

#### **Unit B1.3.2 Skid Control/Recovery, Jackknifing, and Other Emergencies**

This unit must teach the causes of skidding and jackknifing and techniques for avoiding and recovering from them. The training providers must teach the importance of maintaining directional control and bringing the CMV to a stop in the shortest possible distance while operating over a slippery surface. This unit must provide instruction in appropriate responses when faced with CMV emergencies. This instruction must include evasive steering, emergency braking, and off-road recovery, as well as the proper response to brake failures, tire blowouts, hydroplaning, and rollovers. The instruction must include a review of unsafe acts and the role the acts play in producing or worsening hazardous situations.

## Recovering from a skid

- **If your rear wheels skid...**
- Take your foot off of the accelerator.
- Steer in the direction you want the front wheels to go. For example, if your rear wheels are sliding left, steer left. If they're sliding right, steer right.
- If your rear wheels start sliding the other way as you recover, ease the steering wheel toward that side. You might have to steer left and right a few times to get your vehicle completely under control.
- If you have standard brakes, pump them gently.
- If you have anti-lock brakes (ABS), do not pump the brakes. Apply steady pressure to the brakes. You will feel the brakes pulse — this is normal.
  
- **If your front wheels skid...**
- Take your foot off the gas and shift to neutral, but don't try to steer immediately.
- As the wheels skid sideways, they will slow the vehicle and traction will return. As it does, steer in the direction you want to go. Then put the transmission in "drive" or release the clutch, and accelerate gently.

## Notes.

## Unit B1.3.3 Railroad-Highway Grade Crossings

This unit must teach driver-trainees to recognize potential dangers and appropriate safety procedures to utilize at railroad (RR)-highway grade crossings. This instruction must include an overview of various Federal/State RR grade crossing regulations, RR grade crossing environments, obstructed view conditions, clearance around the tracks, and rail signs and signals. The training providers must instruct driver-trainees that railroads have personnel available ("Emergency Notification Systems") to receive notification of any information relating to an unsafe condition at the RR-highway grade crossing or a disabled vehicle or other obstruction blocking a railroad track at the RR-highway grade crossing.

### IC 9-21-12-5 Version b Railroad crossings; duty to stop

Sec. 5. (a) This section does not apply to the following:

- (1) A street railway grade crossing within a business or residence district.
- (2) Abandoned or unused railroad grade crossings that are:
  - (A) designated by the Indiana department of transportation under IC 8-6-15-2; and
  - (B) marked with a "tracks out of service" sign that complies with the requirements of IC 8-6-15-3

(b) A person who drives:

- (1) a motor vehicle, not including a school or private bus, carrying passengers for hire;
  - (2) a school or private bus that is carrying passengers; or
  - (3) a vehicle carrying explosive substances or flammable liquids as a cargo or part of a cargo;
- shall, before crossing at grade a track of a railroad, stop the vehicle not more than fifty (50) feet and not less than fifteen (15) feet from the nearest rail of the railroad.

(c) While stopped in accordance with subsection (b), the person shall do the following:

- (1) Listen through an open window or door.
- (2) Look in both directions along the track for an approaching train or other on-track equipment and for signals indicating the approach of a train or other on-track equipment.
- (3) Not proceed until the person can proceed safely.

After stopping, the person shall cross only in a gear of the vehicle so there will be no necessity for changing gears while traversing the crossing. The person who drives the vehicle may not shift gears while crossing the track or tracks.

(d) If a police officer or traffic control signal directs traffic to proceed at a railroad crossing, the person who drives a vehicle subject to this section shall proceed in accordance with the instructions of the police officer or traffic control signal.

(e) Except as provided in subsection (f), a person who violates this section commits a Class C infraction.

(f) A person who knowingly or intentionally violates subsection (b)(2) commits a Class B misdemeanor.

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### Railroad Crossing Warning

(b) The committee shall adopt and enforce rules under IC 4-22-2 to require that each school bus placed into service for the first time by a school corporation or nonpublic school bear an indication on the back of the school bus in black letters that the school bus is required to stop at all railroad crossings.

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## Types of railroad crossings

### Passive Crossing

- No type of traffic control device, such as lights or arm!
- The decision to stop and proceed lies completely with the bus driver!
- This type of stop, the bus driver has to be extremely vigilant and undistracted because of the lack of mechanized warnings.



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### Active crossing

- These have traffic control devices in place to warn the driver of an approaching train or other on track equipment.
- These crossings are typically equipped with flashing red lights, some have bells, and usually a cross arm, with or without flashing lights.
- Found mostly in high density traffic areas.



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### Signal controlled crossings

- These types of crossings are controlled by traffic signals, there in high traffic, awkward areas.
- The traffic signal works in conjunction with gates, and flashing lights.
- This situation the bus driver needs to be aware of traffic flow and patterns, and the amount of distance in the front and back of the bus to avoid being too close to the first rail or the bus actually sitting on the tracks.



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## Notes

Do not need to go through procedures if tracks are designated:



Notes:

## **Section B1.4 Vehicle Systems and Reporting Malfunctions**

This unit must provide entry-level driver-trainees with sufficient knowledge of the CMV and its systems and subsystems to ensure that they understand and respect their role in vehicle inspection, operation, and maintenance and the impact of those factors upon highway safety and operational efficiency.

### **Unit B1.4.1 Identification and Diagnosis of Malfunctions**

This unit must teach driver-trainees to identify major vehicle systems. The goal is to explain their function and how to check all key vehicle systems, as appropriate (e.g., engine, engine exhaust auxiliary systems, brakes, drive train, coupling systems, and suspension) to ensure their safe operation. Driver-trainees must be provided with a detailed description of each system, its importance to safe and efficient operation, and what is needed to keep the system in good operating condition.

### **Unit B1.4.2 Roadside Inspections**

This unit must instruct driver-trainees on what to expect during a standard roadside inspection conducted by authorized personnel. The training providers must teach driver-trainees on what vehicle and driver violations are classified as out-of-service (OOS), including the ramifications and penalties for operating a CMV when subject to an OOS order as defined in section 390.5.

### **Unit B1.4.3 Maintenance**

This unit must introduce driver-trainees to the basic servicing and checking procedures for various engine and vehicle components and to help develop their ability to perform preventive maintenance and simple emergency repairs.

## **Section B1.5 Non-Driving Activities**

This section must teach driver-trainees activities that do not involve actually operating the CMV, e.g., proper cargo securement.

### **Unit B1.5.1 Handling and Documenting Cargo**

This unit must teach driver-trainees the basic theory of cargo weight distribution, cargo securement on the vehicle, cargo covering, and techniques for safe and efficient loading/unloading. The training providers must also teach driver-trainees the basic cargo security/cargo theft prevention procedures. The training providers must teach driver-trainees the basic information regarding the proper handling and documentation of HM cargo.

### **Unit B1.5.2 Environmental Compliance Issues**

This unit must teach driver-trainees to recognize environmental hazards and issues related to the CMV and load, and also make aware that city, county, State, and Federal requirements may apply to such circumstances.

### **Unit B1.5.3 Hours of Service Requirements**

This unit must teach driver-trainees to understand that there are different hours-of-service (HOS) requirements applicable to different industries. The training providers must teach driver-trainees all applicable HOS regulatory requirements. The training providers must teach driver-trainees to complete a Driver's Daily Log (electronic and paper), timesheet, and logbook recap, as appropriate. The training

providers must teach driver-trainees the consequences (safety, legal, and personal) of violating the HOS regulations, including the fines and penalties imposed for these types of violations.

### **Unit B1.5.4 Fatigue and Wellness Awareness**

The issues and consequences of chronic and acute driver fatigue and the importance of staying alert will be covered in this unit. The training providers must teach driver-trainees about wellness and basic health maintenance information that affect a driver's ability to safely operate a CMV.

### **Unit B1.5.5 Post-Crash Procedures**

This unit must teach driver-trainees the appropriate post-crash procedures, including the requirement that the driver, if possible, assess his or her physical condition immediately after the crash and notify authorities, or assign the task to other individuals at the crash scene. The training providers must teach driver-trainees how to protect the area; obtain emergency medical assistance; move on-road vehicles off the road in minor crashes so as to avoid subsequent crashes or injuries; engage flashers; place reflective triangles and other warning devices for stopped vehicles; and properly use a fire extinguisher, if necessary. The training providers must instruct driver-trainees in post-crash testing requirements related to controlled substances and alcohol.

### **Unit B1.5.6 External Communications**

This unit must instruct driver-trainees in the value of effective interpersonal communication techniques/skills to interact with enforcement officials. The training providers must teach driver-trainees the specifics of the roadside vehicle inspection process, and what to expect during this activity. Driver-trainees who are not native English speakers must be instructed in FMCSA English language proficiency requirements and the consequences for violations. The training providers must teach driver-trainees the implications of violating Federal and state regulations will have on their driving records and their employing motor carrier's records.

### **Unit B1.5.7 Whistleblower/Coercion**

This unit must teach the driver-trainees about the right of an employee to question the safety practices of an employer without incurring the risk of losing a job or being subject to reprisals simply for stating a safety concern. The training providers must instruct driver-trainees in the whistleblower protection regulations in 29 CFR part 1978. The training providers must teach driver-trainees the procedures for reporting to FMCSA incidents of coercion from motor carriers, shippers, receivers, or transportation intermediaries.

### **Unit B1.5.8 Trip Planning**

This unit must address the importance of and requirements for planning routes and trips. This instruction must address planning the safest route, planning for rest stops, heavy traffic areas, railroad-highway grade crossing safe clearance and ground clearance (*i.e.*, "high center"), the importance of Federal and State requirements on the need for permits, and vehicle size and weight limitations. The training providers must teach driver-trainees the correct identification of restricted routes, the pros and cons of Global Positioning System (GPS)/trip routing software, and the importance of selecting fuel-efficient routes.

## **Unit B1.5.9 Drugs/Alcohol**

This unit must teach driver-trainees the rules applicable to controlled substances (including prescription drugs) and alcohol use and testing related to the operation of a CMV.

## **Unit B1.5.10 Medical Requirements**

This unit must teach driver-trainees the Federal rules on medical certification, medical examination procedures, general qualifications, responsibilities, and disqualifications based on various offenses, orders, and loss of driving privileges (49 CFR part 391, subparts B and E).

# **Passenger Endorsement Training Curriculum**

Passenger (P) endorsement applicants must complete the curriculum outlined in this section, which applies to driver-trainees who expect to operate CMVs in the any of the vehicle groups defined in §383.91(a)(1)-(3) for which a P endorsement is required.

There is no required minimum number of instruction hours for theory training, but the training provider must cover all the topics set forth in the curriculum. There is no required minimum number of instruction hours for BTW training, but training providers must determine whether driver-trainees have demonstrated proficiency in all elements of the BTW curriculum. Training instructors must document the total number of clock hours each driver-trainee spends to complete the BTW curriculum. The training must be conducted in a passenger vehicle of the same vehicle group as the applicant intends to drive. The passenger endorsement training must, at a minimum, contain the following:

## **Unit C1.1 Post-Crash Procedures**

This unit must teach driver-trainees appropriate post-crash procedures, including the requirement that the driver, if possible, assess his or her physical condition immediately after the crash and notify authorities, or assign the task to a passenger or other individuals at the crash scene. Also, training providers must teach driver-trainees how to obtain emergency medical assistance; move on-road vehicles off the road in minor crashes so as to avoid subsequent crashes or injuries; engage flashers, reflective triangles and other warning devices for stopped vehicles; and properly use a fire extinguisher if necessary.

## **Unit C1.2 Other Emergency Procedures**

This unit must instruct driver-trainees in managing security breaches, on-board fires, emergency exit and passenger evacuation training, medical emergencies, and emergency stopping procedures including the deployment of various emergency hazard signals. Instruction must also include procedures for dealing with mechanical breakdowns and vehicle defects while enroute.

## **Unit C1.3 Vehicle Orientation**

This unit must teach driver-trainees the basic physical and operational characteristics of passenger-carrying CMV (e.g., bus and motor coach), including overall height, length, width, ground clearances, rear overhang, Gross Vehicle Weight and Gross Vehicle Weight Rating, axle weights, wheels and rims, tires, tire ratings, mirrors, steer wheels, lighting, windshield, windshield wipers, engine compartments, basic electrical system, brake systems, as applicable, and spare tire storage. Additionally, training providers must instruct driver-trainees in techniques for proper driver seat and mirror adjustments.

## **Unit C1.4 Pre-Trip, Enroute, and Post-Trip Inspection**

This unit must teach the driver-trainee the importance of pre-trip, enroute, and post-trip inspections; and provide instruction in techniques for conducting such inspections as stated in §§392.7 and 396.11, and demonstrate their ability to inspect the following:

- (1) Emergency exits;
- (2) Passenger-carrying CMV interiors (including passenger seats as applicable);
- (3) Restrooms and associated environmental requirements;
- (4) Temperature controls (for maintaining passenger comfort);
- (5) Driver and passenger seat belts.

Additionally, training providers must instruct driver-trainees in procedures, as applicable, in security-related inspections, including inspections for unusual wires or other abnormal visible materials, interior and exterior luggage compartments, packages or luggage left behind, and signs of cargo or vehicle tampering. Finally, training providers must instruct driver-trainees in cycling-accessible lifts and procedures for inspecting them for functionality and defects.

## **Unit C1.5 Fueling**

This unit must instruct driver-trainees on the significance of avoiding refueling a bus while passengers are onboard and the imperative of avoiding refueling in an enclosed space.

## **Unit C1.6 Idling**

This unit must teach driver-trainees the importance of compliance with State and local laws and regulations, including for example, idling limits, fuel savings; and the consequences of non-compliance, including adverse health effects and penalties.

## **Unit C1.7 Baggage and/or Cargo Management**

In this unit, training providers must teach driver-trainees:

- (1) Proper methods for handling and securing passenger baggage and containers, as applicable.
- (2) Procedures for identifying and inspecting baggage and containers for prohibited items, such as hazardous materials.
- (3) Proper handling and securement of devices associated with the Americans with Disabilities Act (ADA) compliance, including oxygen, wheeled mobility devices, and other associated apparatuses.

## **Unit C1.8 Passenger Safety Awareness Briefing**

This unit must teach driver-trainees how to brief passengers on safety topics including fastening seat belts, emergency exits, emergency phone contact information, fire extinguisher location, safely walking in the aisle when the bus is moving, and restroom emergency push button or switch.

## **Unit C1.9 Passenger Management**

In this unit, training providers must teach driver-trainees:

- (1) Proper procedures for safe loading and unloading of passengers prior to departure, including rules concerning standing passengers and the standee line.
- (2) Procedures for dealing with disruptive passengers.

## **Unit C1.10 Americans With Disabilities Act (ADA) Compliance**

Along with addressing the proper operation of accessibility equipment (e.g., lifts), this must teach driver-trainees the applicable regulations and proper procedures for engaging persons with disabilities or special needs under the ADA. Training must cover passengers with mobility issues, engaging passengers with sight, hearing, or cognitive impairments, and recognizing the permitted use of service animals.

## **Unit C1.11 Hours of Service (HOS) Requirements**

This unit must teach driver-trainees the HOS regulations that apply to drivers for interstate passenger carriers. Training providers must teach driver-trainees the basic activities required by the HOS regulations, such as completing a Driver's Daily Log (electronic and paper), timesheet, and logbook recap, as appropriate. Training providers must teach driver-trainees how to recognize the signs of fatigue and basic fatigue countermeasures as a means to avoid crashes.

## **Unit C1.12 Safety Belt Safety**

This unit must teach driver-trainees the Federal rules governing the proper use of safety restraint systems by CMV drivers, as set forth in §392.16.

## **Unit C1.13 Distracted Driving**

This unit must teach driver-trainees FMCSA regulations that prohibit drivers from texting or using hand-held mobile phones while operating their vehicles (e.g., §§392.80 and 392.82); and must teach the serious consequences of violations, including crashes, heavy fines, and impacts on a motor carrier's and/or driver's safety records, such as driver disqualification.

## **Unit C1.14 Railroad (RR)-Highway Grade Crossings and Drawbridges**

This unit must instruct driver-trainees in applicable regulations, techniques, and procedures for navigating RR-highway grade crossings and drawbridges appropriate to passenger buses.

## **Unit C1.15 Weigh Stations**

This unit must teach driver-trainees the weigh-station regulations that apply to buses.

## **Unit C1.16 Security and Crime**

This unit must teach driver-trainees the basic techniques for recognizing and minimizing physical risks from criminal activities.

## **Unit C1.17 Roadside Inspections**

This unit must teach driver-trainees what to expect during a standard roadside inspection conducted by authorized personnel. Training providers must teach driver-trainees what passenger-carrying vehicle and driver violations are classified as out-of-service (OOS), including the ramifications and penalties for operating a CMV when subject to an OOS order as defined in §390.5.

## Unit C1.18 Penalties and Fines

This unit must teach driver-trainees the potential consequences of violating driver-related regulations, including impacts on driver and motor carrier safety records, adverse impacts on the driver's Pre-employment Screening Program record; financial penalties for both the driver and carrier; and possible loss of CMV driving privileges.

## School Bus Endorsement Training Curriculum

School bus (S) endorsement applicants must complete the curriculum outlined in this section, which applies to driver-trainees who expect to operate a "school bus" as defined in §383.5. There is no required minimum number of instruction hours for theory training, but the training provider must cover all the topics set forth in the curriculum. There is no required minimum number of instruction hours for BTW training, but the training provider must determine whether driver-trainees have demonstrated proficiency in all elements of the BTW curriculum. Training instructors must document the total number of clock hours each driver-trainee spends to complete the BTW curriculum. The training must be conducted in a school bus of the same vehicle group as the applicant intends to drive. The school bus endorsement training must, at a minimum, include the following:

### Unit D1.1 Danger Zones and Use of Mirrors

This unit must teach driver-trainees the danger zones that exist around the school bus and the techniques to ensure the safety of those around the bus. These techniques include correct mirror adjustment and usage. The types of mirrors and their use must be discussed, as well as the requirements found in Federal Motor Vehicle Safety Standard (FMVSS) 111 (49 CFR 571.111). Training providers must teach driver-trainees the dangers of "dart-outs." Training providers must teach driver-trainees the importance of training students how to keep out of the danger zone when around school buses and the techniques for doing so.



### Outside Upper Left and Right Flat Mirrors

The outside flat mirrors should be adjusted so that you can see:

- 200 feet or 4 bus lengths behind the bus
- The side of the bus
- The rear tires touching the ground. NOTE: On older buses, it may be impossible to see the tire touching the ground but you should see the rubber skirting around the wheel well.

### Outside Lower Spot or Convex Mirrors

The convex mirrors are located below the outside flat mirrors.

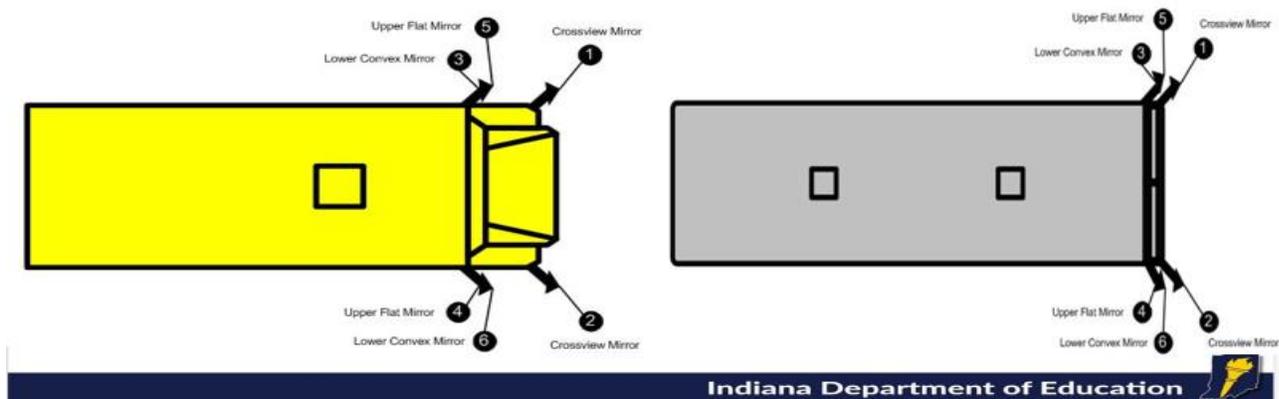
The convex mirrors should be adjusted so that you can see the entire area to the rear of the mirror along the side of the bus.

You should be able to see at least one traffic lane on either side of the bus.

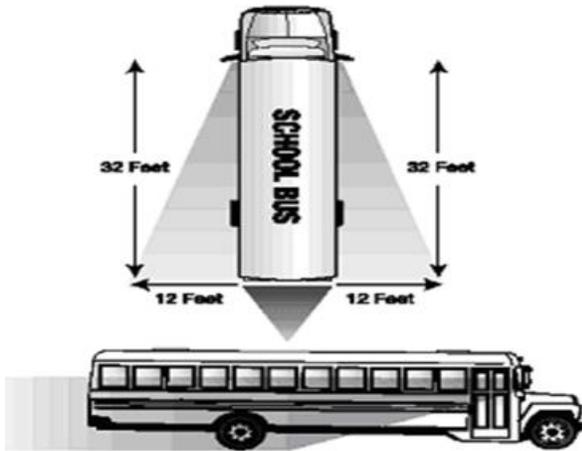
### Crossover Mirrors

The crossover mirrors should be adjusted so that you can see the entire area in front of the vehicle, as well as the front bumper.

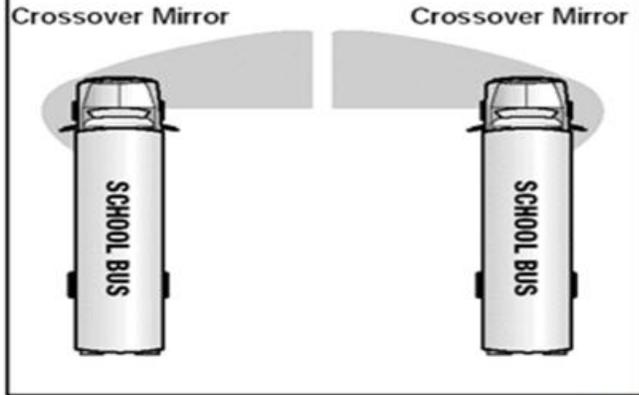
## Mirror configurations



### LEFT AND RIGHT SIDE CONVEX MIRRORS



### LEFT AND RIGHT SIDE CROSSOVER MIRRORS

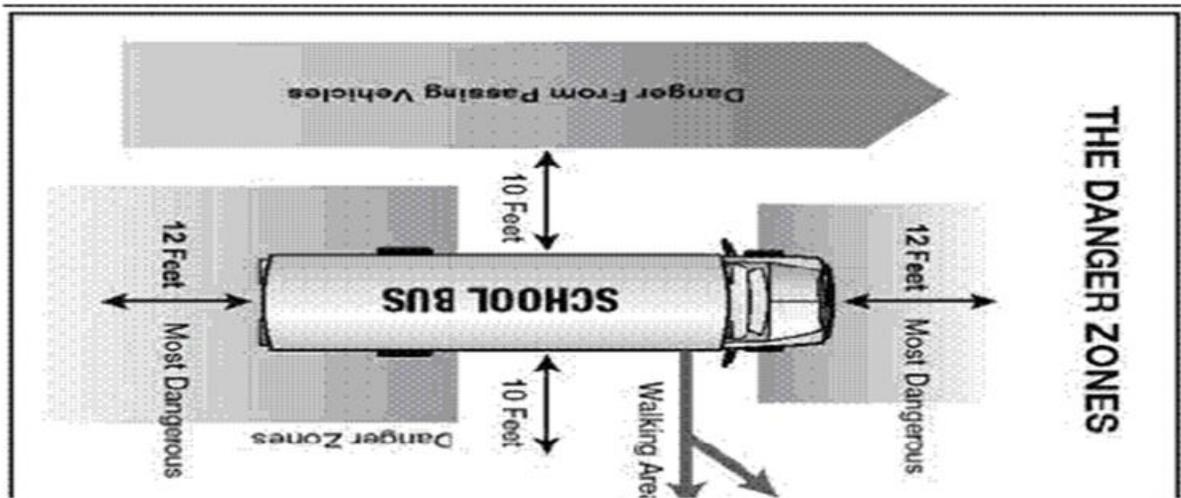


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### Notes

## Danger zones



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## **Unit D1.2 Loading and Unloading**

This unit must be instruct driver-trainees on the laws and regulations for loading and unloading, as well as the required procedures for students waiting at a bus stop and crossing the roadway at a bus stop. Special dangers involved in loading and unloading must be specifically discussed, including procedures to ensure the danger zone is clear and that no student has been caught in the doorway prior to moving the vehicle. Instruction also must be included on the proper use of lights, stop arms, crossing gates, and safe operation of the door during loading and unloading; the risks involved with leaving students unattended on a school bus; and the proper techniques for checking the bus for sleeping children and lost items at the end of each route.

### **IC 9-13-2-73 Highway or street**

Sec. 73. "Highway" or "street" means the entire width between the boundary lines of every publicly maintained way when any part of the way is open to the use of the public for purposes of vehicular travel. The term includes an alley in a city or town.

### **IC 9-13-2-157 Roadway**

Sec. 157. (a) Except as provided in subsection (b), "roadway" means that part of a highway improved, designed, or ordinarily used for vehicular travel.

(b) As used in IC 9-21-12-13, "roadway" means the part of a highway that is improved, designed, or ordinarily used for vehicular travel. The term does not include the sidewalk, berm, or shoulder, even if the sidewalk, berm, or shoulder is used by persons riding bicycles or other human powered vehicles

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### **IC 9-21-12-20 School bus; loading and unloading students**

Sec. 20. (a) Except as provided in subsection (b), when a school bus is operated on a:

(1) U.S. route or state route, the driver may not load or unload a student at a location that requires the student to cross a roadway unless no other safe alternatives are available; and

(2) street or highway other than a U.S. route or state route, the driver shall load and unload a student as close to the right-hand curb or edge of the roadway as practicable. 27

(b) Subsection (a)(1) does not apply to a location on a U.S. route or state route that is within the boundary of a city or town.

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**IC 9-21-12-13 School bus; arm signal device**

Sec. 13. (a) Except:

(1) as provided in subsection (b); or

(2) when a school bus is stopped at an intersection or another place where traffic is controlled by a traffic control device or a police officer;

26 whenever a school bus is stopped on a roadway or a private road to load or unload a student, the driver shall use an arm signal device, which must be extended while the bus is stopped.

(b) The governing body of a public school may authorize a school bus driver to load or unload a student at a location off the roadway that the governing body designates as a special school bus loading area. The driver is not required to extend the arm signal device when loading or unloading a student in the designated area.

(c) A school bus driver who knowingly or intentionally violates subsection (a) commits a Class C misdemeanor.

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**IC 9-21-12-1 Arm signal device; duty to obey; presumption**

Sec. 1. (a) A person who drives a vehicle that:

1) meets or overtakes from any direction a school bus stopped on a roadway or a private road and is not stopped before reaching the school bus when the arm signal device specified in IC 9-21-12-13 is in the device's extended position; or

(2) proceeds before the arm signal device is no longer extended; 25 commits a Class A infraction.

(b) In addition to any other penalty imposed under this section, the court may suspend the person's driving privileges:

(1) for ninety (90) days; or

(2) if the person has committed at least one (1) previous offense under this section or IC 9-21-8-52(b), for one (1) year.

(c) This section is applicable only if the school bus is in substantial compliance with the markings required by the state school bus committee.

(d) There is a rebuttable presumption that the owner of the vehicle involved in the violation of this section committed the violation. This presumption does not apply to the owner of a vehicle involved in the violation of this section if the owner routinely engages in the business of renting the vehicle for periods of thirty (30) days or less.

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**IC 9-21-12-3 Divided highways; vehicles approaching school bus; duty to use caution**

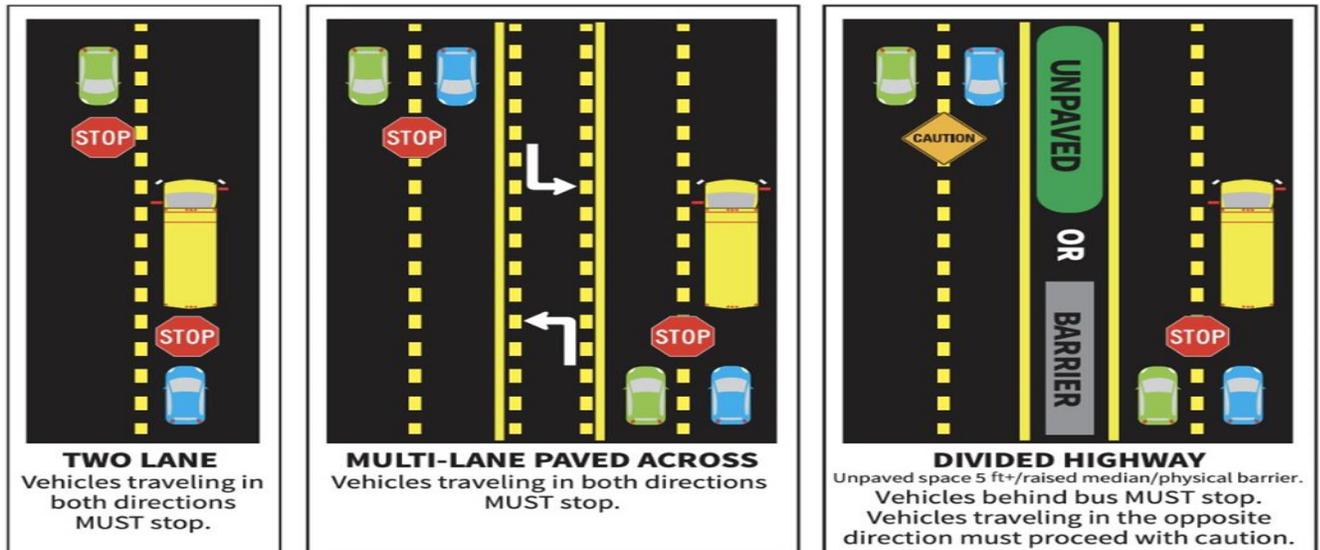
Sec. 3. On a highway divided into two (2) or more roadways by:

(1) leaving an intervening space that is unimproved and not intended for vehicular travel;

(2) a physical barrier; or

(3) a dividing section constructed to impede vehicular traffic; and

if the school bus is on the opposite side of the traffic barrier, the person who drives an approaching vehicle need not stop and may proceed with due caution for the safety of children boarding or leaving the school bus



## Loading and unloading procedures

The recommended procedures are:

1. Activate warning flasher system at least 200 feet prior to making a stop.
2. Approach the loading zone slowly and carefully. Direct students to wait in an orderly fashion safely back from the roadway.
3. Stop the vehicle 10 feet, or 15 feet if space is available, from students before loading (direct students to walk to the bus when the door is opened and the driver signals them to load).
4. Place the vehicle's transmission in neutral and set the parking brake before opening the door to load or unload.
5. Ensure that traffic is stopped in both directions before allowing the pupils to approach or exit the bus.
6. Unload the pupils that cross the street prior to those who do not cross.
7. Count students to know how many are loading on or unloading from the bus, where they are, and where they are going. If count is lost, do not move the bus. If necessary, shut off the bus, secure it, and check underneath before moving the bus.
8. Ensure that students cross far enough in front of the bus so that the driver can see them even if they drop something. Require students to maintain eye contact with the driver.
9. Instruct students to look to the driver for a signal and check for traffic before continuing across the roadway. All drivers in the fleet should utilize the same signal – confusion could lead to tragedy.
10. Establish a pre-arranged danger signal, such as the horn, in case a vehicle does not stop for the bus while children are loading or unloading. Make sure students know exactly what to do if they hear the danger signal; for instance, "Go back to the side of the road you started from". All drivers should utilize the same danger signal and instructions.
11. Load and unload at designated pick-up and drop-off points.
12. Back only at approved turn-around if backing is necessary near a bus stop. Prior to backing, ensure students are inside the bus. For instance, load children before backing up in the morning and unload children after backing up in the afternoon.

13. Do not unload children at corners immediately before making a right turn. Discharge children after making the turn.
14. Pick up and drop off pupils on their own side of the street if possible.
15. Instruct pupils never to cross behind the school bus.
16. Double-check all crossover and side mirrors for students and traffic before leaving the bus stop.
17. Do not put the bus in motion until all students outside are at a safe distance from the bus and all students inside are properly seated.
18. Before moving the bus after loading or unloading students, look and listen for any last second warnings from others nearby that a child might be near the bus. A parent, teacher, motorist, another bus driver, or students on the bus might see a child near or even under the bus. Turn off noisy equipment and silence passengers so warnings can be heard.
19. Instruct students in the proper procedure for loading and unloading within the first week of school and throughout the school year.
20. Be cautious when students are carrying loose papers or books which they might drop near the bus – encourage students to use a book bag.
21. Be aware of the dangers of clothing, book bag, backpack, and jacket strings/straps that could become entangled in the doorway of the school bus.
22. Upon completion of the route, walk through the bus to check for sleeping students, vandalism, and forgotten articles.
23. Report the license number of vehicles passing a stopped school bus with an operating stop signal arm and/or warning light system.
24. Examine stops regularly and report unsafe conditions to the supervisor.

## Notes

### **Unit D1.3 Vehicle Orientation**

This unit must teach driver-trainees the basic physical and operational characteristics of school buses, including overall height, length, width, ground clearances, rear overhang, Gross Vehicle Weight and Gross Vehicle Weight Rating, axle weights, wheels and rims, tires, tire ratings, mirrors, steer wheels, lighting, windshield, windshield wipers, engine compartments, basic electrical system, brake systems, as applicable, and spare tire storage. Additionally, the training providers must instruct driver-trainees in techniques for proper driver seat and mirror adjustments.

### **Unit D1.4 Post-Crash Procedures**

This unit must instruct driver-trainees on the proper procedures following a school bus crash. The instruction must include use of fire extinguisher(s), first aid kit(s), tending to injured passengers, post-crash vehicle securement, notification procedures, deciding whether to evacuate the bus, data gathering, and interaction with law enforcement officials.

### **Unit D1.5 Emergency Exit and Evacuation**

This unit must teach driver-trainees their role in safely evacuating the bus in an emergency and planning for an emergency in advance. Training must include proper evacuation methods and procedures, such as the safe evacuation of students on field and activity trips who only occasionally ride school buses and thus may not be familiar with the procedures.

### **Rule 10. Safety Belt Instruction and Bus Evacuation Drills**

#### 575 IAC 1-10-1 Safety belt instruction

Sec. 1. (a) A school bus driver operating a school bus that is equipped with safety belts meeting the standards set forth in IC 9-19-10-2, not including the driver's safety belt, shall at least once a semester provide instruction to the passengers on the school bus on the proper fastening of the safety belt.

(b) The instruction shall include the following:

- (1) Proper position of the safety belt when fastened.
- (2) How tight the safety belt should be when fastened.
- (3) Improper safety belt placement.
- (4) Requirements for use of safety belts.
- (5) Consequences of failure to use or improperly using safety belts.

(c) Documentation of the completed training for each bus shall be reported to the designated school corporation or private school representative.

(d) Documentation of the completed training for each district or private school shall be reported to the department of education by June 30 of each year.

#### 575 IAC 1-10-2 Bus evacuation drills

Sec. 2. (a) A school bus driver operating a school bus shall at least once a semester conduct a school bus passenger evacuation drill.

(b) All school bus passenger evacuation drills shall meet the following minimum standards:

- (1) Be completed in two (2) minutes or less.
- (2) Be conducted within forty-five (45) school days of the beginning date of each semester.
- (3) Use only emergency exit doors or service door for the passenger evacuation drill.
- (4) Driver must be present at all passenger evacuation drills.

(c) At the completion of each school year, the bus passenger evacuation drills for each school corporation or private school shall have included the following:

- (1) The use of all emergency exit doors and service door.
- (2) One (1) drill with the school bus driver not directing the passenger evacuation drill.
- (3) Each student receiving appropriate instruction for the passenger evacuation drill.

(d) Documentation of the bus passenger evacuation drill shall be reported to the designated school corporation or private school representative.

(e) Documentation of the bus passenger evacuation drill for each school corporation or private school shall be reported to the department of education by June 30 of each year.

(f) Any student exempted from physical participation in a passenger evacuation drill shall have documentation on file at the school.

### **IC 20-27-3-6.5 Committee to adopt and enforce rules concerning proper fastening of safety belt on school bus passenger's body and conducting a school bus passenger evacuation drill**

Sec. 6.5. The committee shall adopt and enforce rules under IC 4-22-2 to require that a school bus driver operating a school bus do the following at least one (1) time each semester:

- (1) If the school bus is equipped with safety belts meeting the standards set forth in IC 9-19-10-2, provide instruction to the passengers on the school bus on the proper fastening of the safety belt about the passenger's body.
- (2) Conduct a school bus passenger evacuation drill.

## **Unit D1.6 Railroad-Highway Grade Crossings**

This unit must teach driver-trainees the dangers trains present and the importance of the school bus driver and students strictly following railroad crossing procedures. Instruction must be given on the types of crossings, warning signs and devices, and State and local procedures and regulations for school buses when crossing railroad-highway grade crossings.

## **Unit D1.7 Student Management**

This unit must teach driver-trainees how to manage student behavior on the bus to ensure that safety is maintained and the rights of others are respected. Specific student management techniques must be discussed, including warning signs of bullying and the techniques for managing student behavior and administering discipline. Training providers must teach driver-trainees to avoid becoming distracted by student behavior while driving, especially when crossing railroad tracks and during loading and unloading.

### **IC 31-33-5-2 Report; notification of individual in charge of institution, school, facility, or agency**

Sec. 2. (a) This section does not apply to an individual required to make a report under this article in the individual's capacity as a member of the staff of a hospital licensed under IC 16-21-2. An individual required to make a report under this article in the individual's capacity as a member of the staff of a hospital licensed under IC 16-21-2 is subject to section 2.5 of this chapter.

(b) If an individual is required to make a report under this article in the individual's capacity as a member of the staff of a medical or other public or private institution, school, facility, or agency, the individual shall immediately make a report to:

- (1) the department; or
- (2) the local law enforcement agency.

After making the report, the individual shall notify the individual in charge of the institution, school, facility, or agency or the designated agent of the individual in charge of the institution, school, facility, or agency that the report was made.

### **School district policy**

As a driver it is imperative that you know and review your school district policy. It will dictate how you maintain your bus and interaction with student

## **Model the behavior you want to see**



## The Assertive Discipline Model

- Rules
  - Based on school policy
  - Maximum of 5
  - Ex: Follow directions the first time they are given
- Consequences
  - Based on school policy
  - Arranged from minor to serious
  - Ex:
    - Verbal warning
    - Discipline report form
    - Dean/Principal involved
    - Off the bus
- Rewards
  - Behavior that gets rewarded gets repeated

# ACT/REACT

ACT	REACT
Assertive	Hostile
You <i>think</i> , then do or say appropriate things	You <i>react</i> and <i>panic</i> then end up doing and saying inappropriate things
Stay calm	Panic
Maintain self control throughout	Panic causes you to forget training/education
Response within the boundaries of school policy	Response puts school in a position unable to back up your actions
Deep breaths, time to think	Short breaths, easily confused

## Bullying

- Know your students.
- If you see it, report it!
- Acknowledge a complaint!
- Follow up, remember you are the first, and last school official students see each day!
- If you don't act after a report, kids will withdraw and assume no one cares!

## Parent management

### Reasons why parents get angry:

- Bus consistently late/early
- Bullying situation onboard that has gone unnoticed or unresolved
- Left a student behind
- You verbally reprimanded their child
- Wrote their child up
- Not happy about the bus stop location
- Don't understand why you cant "wait" for their child

## **Don't allow parents to board your bus**

### **IC 35-43-2-2 Criminal trespass; denial of entry; permission to enter; exceptions**

Sec. 2. (a) As used in this section, "authorized person" means a person authorized by an agricultural operation to act on behalf of the agricultural operation.

(b) A person who: ...

commits criminal trespass, ... However, the offense is a Level 6 felony if it is committed ... on school property, or on a school bus or the person has a prior unrelated conviction for an offense under this section concerning the same property.

## **Unit D1.8 Special Safety Considerations**

This unit must teach the driver-trainees the special safety considerations and equipment in school bus operations. Topics discussed must include use of strobe lights, driving in high winds, safe backing techniques, and preventing tail swing crashes.

## **Safety considerations**

### **Weather**

**Black ice**

**Fog**

**Rain**

**Snow**

**Severe thunderstorm**

**Tornado**

### **Backing to pickup/drop off**

**Construction**

**Crime**

**Flooding**

### **575 IAC 1-9-52 Lamps and signals; strobe**

Sec. 52. (a) A white strobe light meeting SAE standards may be installed.

(b) A strobe light must be mounted on top of the center of the bus, between the rear wheels and the rear of the bus.

(c) A strobe light must be controlled by a switch that is independent of the ignition system.

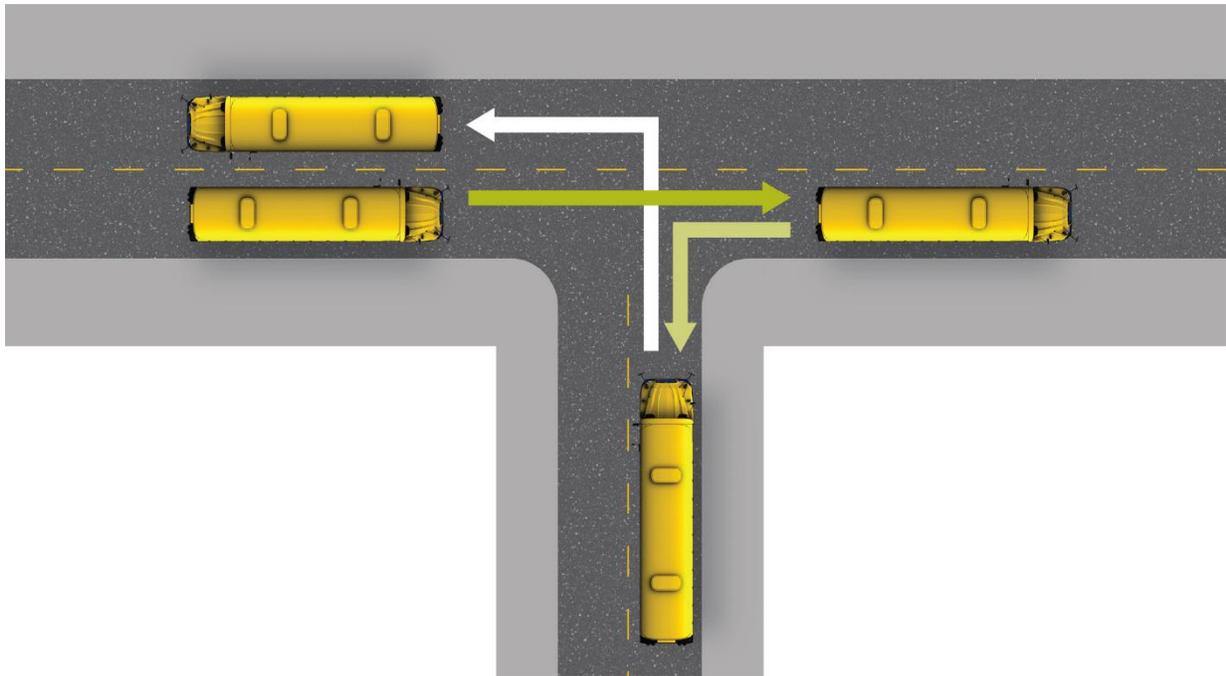
(d) The candlepower must be at least eight hundred (800) on a horizontal plane and at least twenty percent (20%) of horizontal light measured at plus or minus seven and one-half (7 1/2) degrees at the vertical plane. The intensity of light visible to the human eye must be measured in accordance with the Blondell-Rae equation for intensity.

# Weather

- There is no state law for weather evacuation, know school policy!
- Have a plan, know your route and safe areas.
- Have a current roster of all passengers.
- School is most always the safest place during inclement weather.
- Be aware of weather conditions in your area.



## Backing your bus, not recommended



## **Unit D1.9 Pre- and Post-Trip Inspections**

This unit must teach the driver-trainees the importance of pre-trip, enroute, and post-trip inspections; and provide instruction in techniques for conducting such inspections of buses as stated in §§392.7 and 396.11, and additionally demonstrate their ability to inspect the following:

- (1) Stop arms,
- (2) Crossing arms,
- (3) Emergency exits,
- (4) Fire extinguishers,
- (5) Passenger seats,
- (6) First aid kits,
- (7) Interior lights, and
- (8) Temperature control (for maintaining passenger comfort).

Training providers must instruct driver-trainees in State and local requirements, as applicable, for inspection of school bus equipment.

## **Unit D1.10 School Bus Security**

This unit must teach driver-trainees the security issues facing school bus drivers. Training providers must also teach driver-trainees potential security threats, techniques for preventing and responding to security threats, how to recognize and report suspicious behavior, and what to do in the event of a hijacking or attack on a school bus.

## **Unit D1.11 Route and Stop Reviews**

This unit must teach driver-trainees the importance of planning their routes prior to beginning driving in order to avoid distraction while on the road. The training provider must also teach driver-trainees the techniques for reviewing routes and stops, as well as State and local procedures for reporting hazards along the route and at bus stops.

### **IC 20-27-10-0.5 Annual review of school bus routes and school bus safety policies; information on Internet web site**

Sec. 0.5. (a) On or before September 1, 2019, and each September 1 thereafter, each school corporation, charter school, and accredited nonpublic school that provides transportation for students must review the school's school bus routes and school bus safety policies to improve the safety of students and adults.

(b) The state school bus committee, in consultation with the department, shall develop and post on the department's Internet web site school bus safety guidelines or best practices. The guidelines or best practices must include procedures to be taken to ensure that students do not enter a roadway until approaching traffic has come to a complete stop.

(c) In addition to the requirements under subsection (b), the department, in consultation with the department of transportation, shall include on the department's Internet web site information on how an individual or school may petition to reduce maximum speed limits in areas necessary to ensure that students are safely loaded onto or unloaded from a school bus.

# Corporation name or emblem

## Entry Level Driver Training (ELDT) Tracking/Completion form

Trainee: \_\_\_\_\_ Last 4 SSN: \_\_\_\_\_

CDL Physical: \_\_\_\_\_ Title 20 Physical: \_\_\_\_\_

Permit issue date: \_\_\_\_\_ Permit number \_\_\_\_\_

Blue card issued: \_\_\_\_\_ Physical performance test \_\_\_\_\_

ELDT Theory presented by Indiana Dept of Education:

Online Pre-ELDT training completion: \_\_\_\_\_

ELDT Pre-service class date: \_\_\_\_\_

Location: \_\_\_\_\_

### Behind The Wheel (BTW)

**(Log date, number of min/hours and have trainee initial and trainer initial)**  
**(no set hours required but hours must be documented)**

**Behind the wheel range:**

Unit B2.1 Vehicle inspection pre-trip/enroute/post trip:

\_\_\_\_\_

\_\_\_\_\_

Unit B2.2 Straight line backing:

\_\_\_\_\_

Unit B2.3 Alley dock backing (45/90 degree)

\_\_\_\_\_

Unit B2.4 Offset backing:

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Unit B2.5 Parallel parking blind side:

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Unit B2.6 Parallel parking sight side:

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**Behind the wheel public road:**

Unit B3.1 Vehicle controls including Left turns, Right turns, Lane changes, Curves at highway speeds, and entry and exit on the interstate or controlled access highway:

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Unit B3.2 Shifting/transmission:

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Unit B3.3 Communications/signaling:

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Unit B3.4 Visual search:

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Unit B3.5 Speed and space management:

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Unit B3.6 Safe driver behavior:

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Unit B3.7 Hours of service (HOS) requirements:

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Unit B3.8 Hazard perception:

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Unit B3.9 Railroad highway grade crossing:

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Unit B3.10 Night operation:

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**Behind the wheel range and public road:**

Unit C2.1 Vehicle orientation:

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Unit C2.2 Pre-trip/enroute/and post trip inspection:

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Unit C2.3 Baggage and/or cargo management:

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Unit C2.4 Passenger safety awareness briefing:

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Unit C2.5 Passenger management:

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**Behind the wheel range and public road:**

Unit D2.1 Danger zones and use of mirrors:

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Unit D2.2 Loading and unloading:

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Unit D2.4 Special safety considerations:

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Unit D2.5 Pre and post trip inspections:

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Unit D2.6 Railroad highway grade crossings:

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**Transmitted to FMCSA:** \_\_\_\_\_

**Notes:**